

# **San Benito County**

## **A Labor Market Information Study**

**\* Includes Southern sections of Santa Clara County  
(zip codes 95037, 95046, 95020)**

**January 1998**



Product of:  
**The California Cooperative Occupational  
Information System**

Developed for  
**San Benito County Private Industry Council**

by:  
**The NOVA Private Industry Council,  
The California Employment  
Development Department**

and **The California Occupational Information  
Coordinating Committee**

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# California Cooperative Occupational Information System

**Developed for the San Benito County Private Industry Council**

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The employers who took their valuable time to answer over  
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## **Resources**

Employers, educators, union representatives and other resource people  
who were contacted because of their expertise in an occupation

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# INTRODUCTION

## OVERVIEW

The San Benito County Private Industry Council Labor Market Information Study is produced as part of a state-wide project called the California Cooperative Occupational Information System (CCOIS). The program is a cooperative effort between NOVA Private Industry Council, San Benito County Private Industry Council and the State of California Employment Development Department (EDD), Labor Market Information Division (LMID). It is an annual study conducted to improve the match between the labor needs of employers and the skills of job seekers by providing current, localized occupational information. Funding for this study is provided by EDD and NOVA.

### *San Benito County Private Industry Council (PIC)*

Under the direction of the Board of Supervisors, with concurrence from the Private Industry Council, the agency provides a wide variety of programs to improve the quality of life for low-income and unemployed persons. The Community Services & Workforce Development administers the Job Training Partnership Act (JTPA) Program. The agency provides job skills training and placement for persons who are experiencing barriers in finding employment. Assessment testing, child care, transportation, and counseling services assist in appropriate training and placement of clients. The agency, in partnership with other local organizations, opened its One-Stop Career Center in 1997, with the goal of providing comprehensive employment services for its job seekers and employer customers. The information provided in the CCOIS survey will serve as a valuable tool to the customers needing local and up-to-date labor market information.

### *A Partnership*

This report was developed through a partnership between the San Benito County PIC and the NOVA PIC, in order to provide locally developed regionally specific information. San Benito County and Southern Santa Clara County (ZIP codes: 95037, 95046, 95020) share the same workforce needs and utilize the same

labor pool. By combining the two areas we have been able to provide a more complete picture of our regional workforce.

### *NOVA Private Industry Council (PIC)*

The NOVA PIC welcomed an opportunity to work with San Benito County PIC to develop this report. NOVA was one of the original local partners of the California Cooperative Occupational Information System (CCOIS) and is in its ninth year of providing local labor market information for Santa Clara County. Through previous partnerships, it has successfully produced a number of regional studies including a labor market analysis of Multi-Media, and Health Care.

### *Labor Market Information Division (LMID)*

This project is administered by LMID to encourage state/local cooperation in gathering, analyzing and distributing occupational information. LMID has access to an extensive state data base from which to provide information and projections concerning local labor market conditions. LMID's expertise, technical assistance and data base have all been made available to NOVA PIC, and, through this publication, are now being made available to you.

*Note: The various tasks of each organization in the survey process are described in Project Methodology.*

## USES OF THE DATA

The data in this publication has been gathered, analyzed, and is distributed with the intention of being used by a variety of organizations and individuals for many different purposes. Some of the most important uses are listed below.

**Career Decisions:** The Occupational Tables have been specifically designed for use by career counselors and job seekers to provide easy to read local information on twenty-one occupations. The localized information includes employer requirements and preferences, wages, and labor supply and demand. It helps career counselors and job seekers make informed occupational

choices based on skills, abilities, interests, education, and personal needs.

**Note:** *In the “Description of Occupational Outlook Tables”, each section of the table is defined. Suggestions for interpreting the data have been made in italics. It is hoped that this format will make it easier for career counselors to use this data effectively when working with clients.*

**Placement and Job Development:** When job counselors and job developers are looking for appropriate placements for clients, the Occupational Outlook Tables can also be of help.

**Note:** *Supply/Demand information is provided to assist job seekers in making a decision as to whether a particular occupation is appropriate for their skills, abilities, education and needs. The information may help the counselor and job seeker to assess the job market and to become more aware of the job skills which San Benito County employers rate as important for entry into the occupation. The information provided under the title “Principal Employing Industries” can guide the job seeker toward industries which are the largest sources of employment for that occupation.*

**Vocational Program Planning:** The report provides local planners and administrators with employment data including occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.

**Note:** *The Occupational Tables provide local planners with the Supply/Demand, Occupational Size and Expected Growth Rate information. This section summarizes data collected from state tax records as well as a federal occupational survey and information collected directly from local employers. This multi-source information will make it possible to make more confident judgments concerning the suitability of occupations for training.*

**Curriculum Design:** Training providers can assess and update their curriculum based on current employer needs and projected trends as indicated in this report.

**Note:** *The “Job Skills” section of the Occupational Tables, which provides information on employer skill preferences, will be of particular value to curriculum planners because it rates skills according to employers’ evaluation as either very important or important.*

**Economic Development:** Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in the San Benito labor market area.

**Note:** *Information on Supply/Demand, Occupational Size and Growth Rates, and Wage Data can be used in establishing the suitability of San Benito County for specific types of business growth and development.*

**Program Marketing:** Training providers can effectively market their programs by informing students, employers, and others that the chances for job placements are much greater because their programs are developed using reliable local information.

**Human Resource Management:** Small business owners and large corporate human resource directors alike can use this report to determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

*It is hoped that this publication will meet the needs of its users. If you have any suggestions for improvement, please contact NOVA’s LMI Project Coordinator at (408) 730-7232.*

# PROJECT METHODOLOGY

LMID developed Occupational Forecast Tables specifically for NOVA PIC. These tables provided 1994 employment by occupation and projected seven year growth and separation figures for occupations in San Benito in which there was employment of 50 or more. Occupational distribution by industry was also provided.

These tables contain information on over 400 occupations. They were generated using state unemployment insurance records of San Benito County businesses and data from a federally financed Occupational Employment Statistics (OES) survey of occupational distribution within industries, identified according to Standard Industrial Classification (SIC) titles.

## OCCUPATIONAL SELECTION CRITERIA

NOVA PIC applied the following criteria to narrow the list of possible occupations to survey to twenty-one:

- The occupation must have a substantial employment base in the county;
- There must be a substantial number of projected job openings in the county;
- There appears to be present and future occupational growth;
- There appears to be substantial potential for earning capacity;
- The training time required for the occupation must be two years or less, allowing for some exceptions based on the strength of the other criteria;
- The skills requirements are impacted by some fluctuation in the labor market or emerging technology.

A preliminary list of occupations was developed. This list was reviewed by representatives of community based vocational training programs, educational institutions, organized labor, economic development organizations, and the PIC. From the input of these organizations, some occupations were eliminated and others added, and the final list of twenty-one occupations to be studied was selected. Each occupation was then clearly defined and an appropriate OES/DOT title was assigned.

## SURVEY SAMPLE SELECTION

After the occupations were selected, defined, and the appropriate OES/DOT titles assigned, LMID developed an employer sample for each occupation. One consideration in drawing up the employer sample was the pattern of distribution of industries in which the occupation could be found. Industries are classified by the Standard Industrial Classification manual. There are nine major industry groups; some examples are agriculture, construction, manufacturing, and retail trade.

LMID staff, using detailed data bases on employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations. For example, a medical assistant would generally work for a firm classified in the health services category, whereas a word processor may be scattered across several industries —health services, retail trade, manufacturing, etc. This was considered for each occupation when establishing the sample of employers that would receive questionnaires. If 20 percent of San Benito County workers in an occupation were found in a specific industry, then 20 percent of the sample was drawn from that industry.

The sample was carefully reviewed, and employers were called to verify company name and address, confirm the existence of the occupation at the company, and obtain the name of a contact person. Employers were added or deleted as appropriate. The final sample included up to forty employers for each occupation.

## QUESTIONNAIRE DEVELOPMENT

Separate questionnaires were developed for each of the twenty-one occupations. Since the standard questionnaire did not contain a skills question, NOVA developed a third page to cover skills for each occupation. The questionnaires were mailed July 1997.

## **SURVEY PROCEDURES**

After the mailing, all employers who did not return a completed questionnaire by the designated deadline received a follow-up phone call. Employers were given the opportunity to respond to the questionnaire over the phone or return it by FAX or mail. Additional employers were added to the original sample as necessary to ensure meeting a 50% response rate and to survey 40% of the sample's projected employment size.

All surveys were reviewed for accuracy of the data, and employers were recontacted if answers were missing, unclear or conflicted with other answers. In addition to contacting employers, the NOVA staff contacted labor unions, employment agencies, training providers, etc. to learn more about a specific occupation.

## **TABULATION RESULTS**

The survey responses were entered into a data base and tabulations were prepared. From these tabulations, the data was analyzed and the final occupational summary reports were prepared by NOVA staff. Each occupational statement provides information on training and hiring requirements, size of the occupation and growth rate expected, supply and demand assessment, major employment sources, and other information. Specific employer information is confidential and cannot be released.

Size and growth projections for the area surveyed were unavailable. Employer responses to questions pertaining to each occupation were tabulated and used for the purpose of this report only and in no way are indicated as official projections by LMID professional analysts.



# DESCRIPTION OF OCCUPATIONAL TABLES

## O V E R V I E W

The Occupational Tables (pages 2-43) present a summary of the project's findings by occupation. A separate table is presented for each of the twenty-one occupations for which a survey was completed. Major sections of each table include:

- **The Occupational Title and OES/DOT Code(s)**
- **Occupational Definition**
- **Wages**
- **Work Patterns**
- **Benefits**
- **Job Skills**
- **Principal Employing Industries**
- **Education, Training & Experience**
- **Hiring and Promoting Practices**
- **Supply and Demand**
- **Size and Growth**
- **Training Providers**
- **Other Information**

Throughout the tables, the terms "*all*", "*almost all*", "*most*", "*many*", "*some*" and "*few*" are assigned specific values to describe the survey results. In using these terms, the following guidelines were applied:

- |                     |   |               |
|---------------------|---|---------------|
| • <b>All</b>        | = | 100%          |
| • <b>Almost All</b> | = | 80% - 99%     |
| • <b>Most</b>       | = | 60% - 79%     |
| • <b>Many</b>       | = | 40% - 59%     |
| • <b>Some</b>       | = | 20% - 39%     |
| • <b>Few</b>        | = | Less than 20% |

The following is a brief description of each section of the tables, definitions of terms relevant to the specific sections, and suggestions concerning how the information can be used effectively.

## TITLE, CODE AND DEFINITION

Occupations are listed alphabetically by their Occupational Employment Statistics (OES) titles. The titles and definitions are based on the OES dictionary published by the Bureau of Labor Statistics, July 1993. An OES code is not listed for the following occupations: Computer Aided Design (CAD) Technicians, Desktop Publishing-Graphic Design, Office Equipment Installer and Repairers, and Quality Assurance Managers, since they do not fit into any OES classifications. Instead, the Dictionary of Occupational Titles (DOT) code is used. These occupations were selected for the survey based on the needs of the local users of occupational information.



This icon represents those occupations that have been identified as non-traditional occupations for women. An occupation is determined to be non-traditional if, 25% or less of its employment is composed of women.

## W A G E S

Wage data serves as a guide for comparing salaries of one occupation to those of another. It also helps to ascertain the approximate salary ranges (per hour, rounded to the nearest quarter) and median wages (per hour, as reported) for each occupation. Where applicable, this information is provided for both union and non-union employees.

Please note that this data is not meant to represent official prevailing wages and should be used with caution (if at all) for wage and salary administration. It reflects information gathered in the summer of 1997 and does not include the Federal minimum wage increase of September 1, 1997. Wages are reported for three occupational levels as follows:

- **Entry Level, No Experience:** wages generally paid to persons trained or qualified but with little or no paid experience in the occupation.
- **Experienced, New to Firm:** starting wage generally paid to journey-level or experienced persons who are just starting at the firm.
- **3+ Years Experience w/Firm:** wages generally paid to individuals with three or more years experience at the firm in that occupation.

## W O R K P A T T E R N S

**Working Hours:** This section identifies typical working hours of employees in the occupation. More specifically, are they full time, part time, temporary/on-call, and/or seasonal, and how many hours per week do they work on average?

Where applicable, the percentage of unionized employees and firms in the occupation which hire unionized employees is indicated. Unionization often affects factors such as methods of recruitment, wages, and fringe benefits.

## B E N E F I T S

The **Benefits** section identifies what percentage of the employers surveyed offer benefits to employees (both full time and part time where applicable) in the occupation.

## J O B S K I L L S

This section provides a summary of employer requirements and preferences in relation to the occupation. It is divided into three categories: Job Specific, Basic Skills, and Computer Skills. All skills have been rated by employers on a scale of 0 to 3, with 0 meaning that the skill is "not important" to 3 meaning that the skill is "very important" for the job.

**Job-Specific Skills:** Based on the above criteria, this section identifies those skills/qualifications within the occupation which are desired by employers.

**Basic Skills:** Based on the above criteria, this section identifies general skills/qualifications desired by employers.

**Computer Skills:** This section lists computer skills that are sought by employers surveyed.

*Important Note: With the passage of the Americans With Disabilities Act in 1990, employers must determine the "essential functions" of a position. The designation of a skill as "very important" or "important" is based upon employer preference. These terms are in no way meant to determine which skills are "essential functions" of the position. Employers will have to make that designation for each occupation at their firm.*

*It is also important to note that although employers report their preferences as to physical skills, the Act also states that "reasonable accommodation" must be made for applicants and employees who have a disability. For more information about the Americans With Disabilities Act, contact NOVA Project Hired at (408) 522-1039.*

## P R I N C I P A L E M P L O Y I N G I N D U S T R I E S

This section provides a list of types of industries that employ people in the occupation. The list is ranked, using projected employment, from industries employing the largest number of people in the occupation. Principal Employing Industries for the area surveyed were unavailable. Separate lists for San Benito and Santa Clara Counties were included instead. The titles are from the Standard Industrial Classification system, as used in the 1994-2001 Occupational Forecast Tables.

*This information is helpful to job seekers and job developers by identifying industries most likely to provide employment in the occupation. This list is organized in descending order, the topmost providing the most employment. It is often recommended that job seekers contact employers within major employing industries in order to get more specific information for career planning.*

## EDUCATION, TRAINING & EXPERIENCE

**Education** refers to academic education as provided in high schools and community colleges.

**Training** generally refers to vocational training as provided by Regional Occupational Programs, adult education, private vocational schools, state approved apprenticeship programs and community college vocational training programs. Some occupations have legal or voluntary licensing, registration, or certification requirements which stipulate training or proficiency tests. Details are provided where applicable.

*It should be noted that just meeting employer requirements may not be sufficient for employment. Often, the difference between obtaining or not obtaining employment for an inexperienced person is completion of the preferred levels of education and training. This is particularly true in occupations where supply exceeds demand and the inexperienced are competing with the experienced.*

**Experience:** The amount of experience required by employers, and areas in which employers look for experience is noted in this section. If training is an acceptable substitute for work experience, that is also noted.

*This section provides a good indication of the degree of competition for jobs in the occupation. The more experience an employer requires, the stronger the competition and the harder it will be to enter the occupation with the proper qualifications but no experience.*

## HIRING AND PROMOTING

**Occupational Access & Mobility:** This section shows the reader where employers go to find job candidates in the occupation and discusses upward mobility.

*Those occupations with employers indicating that they promote from within their own firms will be difficult to enter directly. It will be necessary to find out which entry level jobs with the firm would ultimately lead to the desired occupation.*

*In addition, a majority of employers list the newspaper as a primary source of recruitment, however, while many companies post ads in the paper, most employees find their jobs through personal and professional networking contacts.*

*Ads are often placed to get a sense of the labor pool to fulfill company policy. This should not discourage the job seeker from reading the want ads, but some additional analysis may be required. For example, the want ads provide valuable information about who's hiring. If a company is hiring engineers this week, they will probably need the technicians to support them next week. Additionally, ads can be a great source of vocabulary for building a resume, providing the current terminology for the industry.*

*When job seekers use the newspaper as a source of job leads, they will need to do more to set themselves above the competition. For example, job seekers should be encouraged to find out who the hiring manager is, and to send their resume directly to him or her. Counselors should caution job seekers that the ads tend to be overwritten. If the applicant meets 70% of the requirements, they should apply.*

## SUPPLY AND DEMAND

Information in this section reports the level of difficulty employers have finding both inexperienced as well as fully experienced and qualified applicants. Sources of last year's job opportunities and employer's projections about the growth of the occupation over the next three years is noted in this section.

Terms used to describe levels of difficulty employers have finding candidates are as follows:

**Very Difficult** - Employers have great difficulty finding qualified applicants. *The labor market is very good for the job seeker.* Demand is considerably greater than the supply of qualified applicants.

**Somewhat Difficult** - Employers have some difficulty finding qualified applicants. *The labor market is good for the job seeker.* Demand is somewhat greater than the supply of qualified applicants.

**A Little Difficult** - Employers have little difficulty finding qualified applicants. *The labor market is competitive for the job seeker.* Supply of qualified applicants is somewhat larger than demand.

**Not Difficult** - Employers have no difficulty finding qualified applicants. *The labor market is very competitive for the job seeker.* Supply of qualified applicants is considerably greater than demand.

Sources of last year's job opportunities may include turnover (employees leaving their jobs), newly created positions, temporary positions, and/or internal promotions or transfers.

*Turnover can be an indication of a variety of factors both negative and positive. For instance, it could mean that promotional opportunities are high, that the occupation is a good starting place for moving into other occupations, or that separations from the company or organization are high.*

*On the other hand, it could indicate that working conditions, wages, or benefits are not competitive. High turnover can provide an indication of where job opportunities might be plentiful even though the occupation itself is not growing, or low turnover could make it more difficult to enter an occupation particularly if supply exceeds demand.*

*Overall, this short narrative section provides the best current indication on the degree of ease or difficulty for a job seeker to obtain employment in the occupation. The information is not absolute, and it can change over time, but it provides a good tool in selecting an occupation for employment in the immediate future. Other factors, such as size of the occupation, and projected growth and separations, should also be taken into consideration when deciding on the suitability of an occupation.*

*In most cases, the most desirable occupations requiring the least training will be difficult to enter. Occupations that are easy to enter may have elements that are not attractive to the job seeker. Sometimes starting in an occupation considered less desirable will provide the job seeker with the experience required to enter a more desirable occupation at a later time.*

## EMPLOYER REPORTED GROWTH

Size and growth for the area surveyed was unavailable for the purpose of this report. In an effort to provide job seekers, training providers and employers of the surveyed area additional information that would be valuable for their planning needs, we tabulated the data for each of the occupations surveyed from their completed and returned surveys.

**Total firms responding to the survey:** is the actual number of responses returned for each occupation.

**Total employees in this occupation from firms surveyed:** reflects the total number of employees in that occupation for the firms responding to the survey.

**Firms reporting growth:** is a reflection of the actual number of firms responding to our survey who have reported growth for this past year and are projecting growth for the next three years.

**Employees in this occupation from firms reporting growth:** is a percentage representing the number of employees for those firms.

## TRAINING PROVIDERS

This section lists the Training Providers in the area surveyed for each occupation surveyed.

Section II lists each of the Training Providers in alphabetical order with detailed information on the address and phone number.

## OTHER INFORMATION

In this section, a variety of additional factors such as, The California Occupational Code, and Employer Screening Methods are considered. These factors are not always reviewed in each occupation since the data was not available or relevant.

**California Occupational Guide #:** This number refers to a series of detailed occupational descriptions prepared by the Labor Market Information Division of the Employment Development Department. These

guides are updated regularly and provide information relevant to the State of California. Not all occupations had a corresponding guide at the time this document was printed but new occupations are regularly added.

It is recommended that you refer to the Occupational Guides for more detailed information concerning the occupation.

**Screening Methods:** This section notes any screening requirements that employers may have for job applicants including drug scans, Department of Motor Vehicles (DMV) checks, and/or physical exams. Any tools or other materials that new hires are expected to provide is also noted in this section.

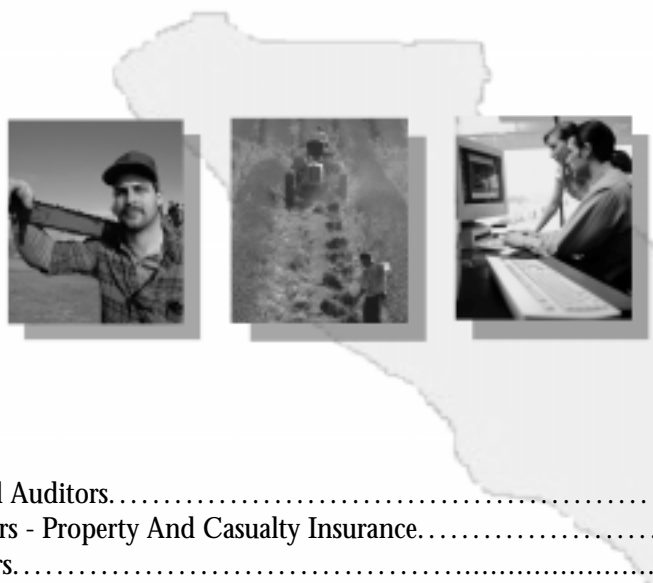
## SIZE AND GROWTH

Size and Growth projections for the area surveyed were unavailable. This information is from EDD Occupational Forecast tables and is provided to make it convenient to find specific information about size, growth, and separations in the occupation. Appendix A is a chart showing the growth for San Benito County and for each of the occupations surveyed.

*Growth data can help determine if an occupation is likely to provide increasing or decreasing job opportunities in the future. Even in growing occupations however, the supply of qualified people could exceed the demand for a variety of reasons, including small occupational size, large numbers of people who already meet the occupational requirements, and/or large numbers of people being trained for that occupation.*



# T A B L E S



Accountants and Auditors.....	2-3
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First Line Supervisors and Managers-Construction Trades and Extractive Workers.....	16-17
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Industrial Production Managers.....	26-27
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Truck Drivers-Heavy or Tractor Trailer.....	38-39
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# ACCOUNTANTS AND AUDITORS

(OES: 211140)

*Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.*

## WAGE INFORMATION

	<u>Range</u>	<u>Median</u>
Entry Level Experience:	\$7.50-\$19.18	\$10.96
Experienced/New to the Firm:	\$8.00-\$25.57	\$12.50
3+ Yrs. Experience with Firm:	\$8.50-\$34.10	\$15.72

## WORK PATTERNS

***Almost all*** Accountants and Auditors work full time averaging ***42 hours*** per week.

## OCCUPATIONAL SKILLS

### BASIC SKILLS

**Very Important:** Basic math skills; keyboarding skills; ability to read and follow instructions; ability to work independently as well as part of a team; and attention to detail.

**Important:** Advanced math skills; oral communication skills; English grammar and spelling skills; ability to work under pressure; and ability to sit continuously 2 or more hours.

### JOB SPECIFIC SKILLS

**Very Important:** Business math skills; ability to use accounting software; and problem solving skills.

**Important:** Cost accounting skills.

### COMPUTER SKILLS

***Almost all*** accountants need word processing skills. ***Most*** also need spread sheet and database computer skills.

## FRINGE BENEFITS

<u>BENEFITS</u>	<u>FULL TIME</u>
Medical Insurance:	100%
Dental Insurance:	79%
Vision Insurance:	50%
Life Insurance:	50%
Paid Sick Leave:	93%
Paid Vacation:	93%
Retirement Plan:	50%
Child Care:	0%

## PRINCIPAL EMPLOYING INDUSTRIES

<u>INDUSTRY</u>	<u>PERCENT</u>	<u>SIC</u>
<b><i>San Benito County:</i></b>		
Local Government	17.0%	9030
Accounting, Auditing & Bookkeeping	12.6%	8721
Eating Places	11.3%	5812
Farm supplies	11.3%	5191
<b><i>Santa Clara County:</i></b>		
Accounting Auditing and Bookkeeping	11.7%	8721
Semiconductors and Related Devices	5.1%	3674

\*Principal Employing Industry projections are not available for the area surveyed.



## SUPPLY & DEMAND

*Many* employers recently surveyed report it is **somewhat difficult** to find fully experienced and qualified applicants, and *some* employers report it is **a little difficult** to find inexperienced applicants who meet their hiring standards.

*Almost all* of the employers reported that this occupation had **remained stable** during the past year, and that job turnover and newly created positions accounted for the new job opportunities that were available.

*Many employers* (43%) responding to the survey reported expectations for this occupation to **remain stable** over the next 3 years, while *many* others (50%) believe this occupation will **grow**.

## HIRING & PROMOTING

Employers reported using the following methods for recruiting employees:

- *Almost all* employers recruit via newspaper ads.
- *Most* employers use employee referrals.

*Most* employers recently surveyed promote Accountants and Auditors to higher level positions such as:

- Controller
- Chief Financial Officer
- Manager
- Supervisor
- Financial Supervisor

## EMPLOYER REPORTED GROWTH

*Size and growth projections are not available for the area surveyed. See Appendix A for San Benito County projections. The following information was gathered from the employers responding to the survey:*

Total firms responding to the survey:		15
Employees in this occupation from firms surveyed:		49
	<b>Reported (1997)</b>	<b>Projected (1997-2000)</b>
Firms Reporting Growth	20%	50%
Employees in this occupation from firms reporting growth	22%	44%

## EDUCATION, TRAINING & EXPERIENCE

*Many* recently hired Accountants and Auditors have a Bachelor's degree level of education and *many* have attended college but do not have a degree.

*Almost all* employers always require previous work experience. Employers may look for 18 months to 5 years previous experience doing related work, such as accounting, bookkeeping, office manager, accounting assistant or clerk, or accounts payable.

*Many* employers surveyed are **sometimes** willing to substitute training for work experience.

## TRAINING PROVIDERS

- Cabrillo College
- Gavilan College

\* See *Training Providers* for related courses

## OTHER INFORMATION

California Occupational Guide No.: 1

**Screening Methods:** Drug testing, DMV checks, Police record background checks, Social Security checks, and employee referrals.

# CABINETMAKERS AND BENCH CARPENTERS

(OES: 893110)

*Cabinetmakers and Bench Carpenters cut, shape, and assemble wooden articles, such as store fixtures, office equipment, cabinets, and high grade furniture. They set up and operate a variety of machines, such as power saws, jointers, mortisers, tenoners, molders, and shapers to cut and shape parts from wood stock.*



## WAGE INFORMATION

	<u>Union</u>		<u>Non-union</u>	
	<u>Range</u>	<u>Median</u>	<u>Range</u>	<u>Median</u>
<b>Entry Level/No Experience:</b>	\$ 5.15- \$ 6.00	\$5.58	\$ 5.00-\$11.50	\$ 8.00
<b>Experienced/New to the Firm:</b>	\$8.00- \$20.00	\$14.00	\$ 9.00-\$18.00	\$12.00
<b>3+ Yrs Experience with Firm:</b>	\$13.00-\$23.00	\$18.00	\$ 9.00-\$20.00	\$13.75

## WORK PATTERNS

**Almost all** Cabinetmakers and Bench Carpenters work full time averaging **41 hours** per week.

## OCCUPATIONAL SKILLS

### BASIC SKILLS

**Very Important:** Basic math skills; oral communication skills; ability to read and follow instructions; ability to work independently as well as part of a team; ability to work under pressure; attention to detail; ability to do strenuous, physically demanding work; and ability to stand continuously for two or more hours.

### JOB SPECIFIC SKILLS

**Very Important:** Shop math skills; and the ability to lift at least 50 lbs. repeatedly.

**Important:** Ability to set up wood working machines; ability to read blueprints; ability to read working drawings; finish carpentry skills; willingness to work with close supervision; and the ability to write legibly.

## FRINGE BENEFITS

<u>BENEFITS</u>	<u>FULL TIME</u>
Medical Insurance:	83%
Dental Insurance:	33%
Vision Insurance:	33%
Life Insurance:	50%
Paid Sick Leave:	50%
Paid Vacation:	100%
Retirement Plan:	17%
Child Care:	0%

## PRINCIPAL EMPLOYING INDUSTRIES

<u>INDUSTRY</u>	<u>PERCENT</u>	<u>SIC</u>
<b><i>San Benito County:</i></b>		
Wood Kitchen Cabinets	31.6%	2434
Millwork	13.9%	2431
Carpentry Work	5.6%	1751
Wood work, NEC	5.6%	2499
<b><i>Santa Clara County:</i></b>		
Wood Kitchen Cabinets	31.6%	2434
Wood Partitions and Fixtures	15.5%	2541
Furniture Stores	14.5%	5712

\*Principal Employing Industry projections are not available for the area surveyed.

# CABINETMAKERS AND BENCH CARPENTERS

## SUPPLY & DEMAND

*Almost all* employers report it is *very difficult* to find fully experienced and qualified applicants and *many* report it is *somewhat difficult* to find inexperienced applicants who meet their hiring standards.

*Many* employers (50%) reported *growth* while *many* others (50%) reported that this occupation had *remained stable* over the past year. *Many* of the positions available during the past year were the result of job turnover, while *some* were new positions created.

*Most* of the employers recently surveyed (70%) reported that they expect the occupation to *remain stable* over the next three years, and *some* of the employers (30%) anticipate *growth*.

## HIRING & PROMOTING

Employers reported using the following methods for recruiting employees:

- *Almost all* employers use employee referrals.
- *Many* employers recruit via newspaper ads.

*Many* employers promote Cabinetmakers and Bench Carpenters to higher level positions such as:

- Supervisor
- Machine Operator
- Lead person
- Management
- Another Department
- Fixture, counter top, or installation departments

## EMPLOYER REPORTED GROWTH

*Size and growth projections are not available for the area surveyed. See Appendix A for San Benito County projections. The following information was gathered from the employers responding to the survey:*

Total firms responding to the survey:	10	
Employees in this occupation from firms surveyed:	134	
	<b>Reported (1997)</b>	<b>Projected (1997-2000)</b>
Firms Reporting Growth	50%	30%
Employees in this occupation from firms reporting growth	77%	6%

## EDUCATION, TRAINING & EXPERIENCE

*All* of the recently hired Cabinetmakers and Bench Carpenters have a high school or equivalent level of education.

*Many* of the employers recently surveyed *usually* require previous work experience and *most* of the employers are *always* willing to substitute training for work experience. Employers look for anywhere from 3 months to 5 years previous related work experience in areas such as apprenticeship programs, helper carpenters or cabinetmakers.

Cabinetmakers and Bench Carpenters may be trained on the job.

## TRAINING PROVIDERS

- Hartnell College
- Mission Trails
- Santa Clara ROP- South

## OTHER INFORMATION

California Occupational Guide No.: 23

Screening Methods: DMV checks, reading, math, aptitude assessment testing, and reference checks.

# CANNERY WORKERS

(OES: 939350)

*Cannery Workers perform any of a variety of routine tasks in canning, freezing, preserving, or packing food products. Their duties may include sorting, grading, washing, peeling, trimming, or slicing agricultural produce.*

## WAGE INFORMATION

	<u>Union</u>		<u>Non-Union</u>	
	<u>Range</u>	<u>Median</u>	<u>Range</u>	<u>Median</u>
<b>Entry Level/No Experience:</b>	\$ 5.80-\$ 5.80	\$ 5.80	\$ 5.00-\$ 6.72	\$ 5.00
<b>Experienced/New to the Firm:</b>	\$ 6.80-\$ 6.80	\$ 6.80	\$ 5.00-\$ 6.72	\$ 5.50
<b>3+ Yrs. Experience with Firm:</b>	\$ 9.95-\$ 9.95	\$ 9.95	\$ 6.00-\$ 16.20	\$ 8.00
* NOTE: Wage reflected is the wage paid prior to the September minimum wage increase.				

## WORK PATTERNS

*Almost all* Cannery Workers are seasonal workers averaging **44 hours** per week from May through November. *A few* are full time and average **40 hours** per week.

## OCCUPATIONAL SKILLS

### BASIC SKILLS

**Very Important:** Ability to lift at least 10 pounds; and the ability to stand continuously for 2 or more hours.

**Important:** Ability to read and follow instructions; ability to work as part of a team; attention to detail; and ability to lift at least 50 pounds.

### JOB SPECIFIC SKILLS

**Very Important:** Possession of good color perception; ability to perform routine, repetitive work; willingness to work with close supervision.

**Important:** Manual and finger dexterity.

**New Skills:** Computer controlled equipment.

**Obsolete skills:** Die setters for can codes.

## FRINGE BENEFITS

<u>BENEFITS</u>	<u>FULL TIME</u>	<u>PART TIME</u>
Medical Insurance:	100%	100%
Dental Insurance:	100%	100%
Vision Insurance:	100%	100%
Life Insurance:	100%	100%
Paid Sick Leave:	100%	0%
Paid Vacation:	100%	0%
Retirement Plan:	100%	100%
Child Care:	0%	0%

## PRINCIPAL EMPLOYING INDUSTRIES

<u>INDUSTRY</u>	<u>PERCENT</u>	<u>SIC</u>
<i><b>San Benito County:</b></i>		
Canned Fruits and Vegetables	100%	2033
<i><b>Santa Clara County:</b></i>		
Canned Fruits and Vegetables	67.6%	2033
Dehydrated Fruits Vegetables, Soup	32.4%	2034

\*Principal Employing Industry projections are not available for the area surveyed.

## SUPPLY & DEMAND

*Many* employers report it is *a little difficult* to find fully experienced and qualified applicants and *most* employers report it is *a little difficult* to find inexperienced applicants who meet their hiring standards.

*Most* of the employers recently surveyed reported that this occupation had *remained stable* over the past year. Temporary/seasonal help accounted for *almost all* of the new job opportunities created in the past year.

*Most* of the employers surveyed (75%) anticipate that this occupation will *remain stable* over the next 3 years, while *some* employers (25%) anticipate *growth*.

## HIRING & PROMOTING

Employers reported using the following methods for recruiting employees:

- *Most* employers use employee referrals.
- *Many* employers recruit through the Employment Development Department.

*Many* employers recently surveyed promote Cannery Workers to higher level positions such as:

- Machine Operator
- Lead Worker

## EMPLOYER REPORTED GROWTH

*Size and growth projections are not available for the area surveyed. See Appendix A for San Benito County projections. The following information was gathered from the employers responding to the survey:*

Total firms responding to the survey:	4	
Employees in this occupation from firms surveyed:	1287	
	<b>Reported (1997)</b>	<b>Projected (1997-2000)</b>
Firms Reporting Growth	0%	25%
Employees in this occupation from firms reporting growth	0%	8%

## EDUCATION, TRAINING & EXPERIENCE

*All* recently hired Cannery Workers have less than a high school level of education.

*Many* employers never require previous work experience and *many* employers *sometimes* require an average of 2 years of prior work experience as a mechanic or boiler operator.

Cannery Workers may be trained on the job.

## TRAINING PROVIDERS

- Information is unavailable

## OTHER INFORMATION

California Occupational Guide No.: (none)

Screening Methods: Drug testing; DMV checks; Reading, Math, aptitude assessment testing.

## CASHIERS

(OES: 490230)

*Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.*

### W A G E I N F O R M A T I O N

	<u>Range</u>	<u>Median</u>
Entry Level Experience:	\$5.00-\$7.00	\$5.50
Experienced/New to the Firm:	\$5.15-\$8.00	\$6.75
3+ Yrs. Experience with Firm:	\$5.25-\$12.00	\$8.00

### W O R K P A T T E R N S

*Some* Cashiers work full time averaging **40 hours** per week, however, *most* work part time and average **23 hours** per week.

### O C C U P A T I O N A L S K I L L S

#### BASIC SKILLS:

**Very Important:** Oral communication skills; ability to read and follow instructions; English grammar and spelling skills; ability to work independently as well as part of a team; ability to work under pressure; attention to detail; ability to stand continuously for two or more hours.

**Important:** Basic math skills, and ability to lift at least ten pounds.

#### JOB SPECIFIC SKILLS:

**Very Important:** Cash handling skills; ability to follow check cashing procedures; bondable; ability to work under pressure; and ability to write legibly.

**Important:** Public contact skills.

#### COMPUTER SKILLS:

*Almost all* employers recently surveyed sought word processing skills and *many* sought database skills.

### F R I N G E B E N E F I T S

<u>BENEFITS</u>	<u>FULL TIME</u>	<u>PART TIME</u>
Medical Insurance:	90%	20%
Dental Insurance:	50%	10%
Vision Insurance:	30%	10%
Life Insurance:	50%	20%
Paid Sick Leave:	20%	20%
Paid Vacation:	80%	20%
Retirement Plan:	50%	10%
Child Care:	0%	0%

### P R I N C I P A L E M P L O Y I N G I N D U S T R I E S

<u>INDUSTRY</u>	<u>PERCENT</u>	<u>SIC</u>
<i>San Benito County:</i>		
Grocery Stores	35.1%	5411
Eating Places	18.1%	5812
Gasoline Service Stations	10.1%	5541
<i>Santa Clara County:</i>		
Grocery Stores	22.1%	5411
Eating Places	13.9%	5812
Drug Stores and Proprietary Stores	11.2%	5912

\*Principal Employing Industry projections are not available for the area surveyed.

## SUPPLY & DEMAND

*Some* employers report it is *somewhat difficult* to find fully experienced and qualified applicants and *some* employers report it is *a little difficult* to find inexperienced applicants who meet their hiring standards.

*Most* of the employers recently surveyed reported that this occupation had *remained stable* over the past year, and survey results showed that employee turnover accounted for *most* of the new job opportunities that were available.

*Many* of the employers responded that this occupation will *remain stable* (56%) for the next three years, while *many* others (44%) responded that the occupation will *grow*.

## HIRING & PROMOTING

Employers reported using the following methods for recruiting employees:

- *Almost all* employers use employee referrals.
- *Most* employers recruit via newspaper ads.
- *Some* employers hire unsolicited applicants or do in-house promotions.

While *many* of the employers recently surveyed do not promote Cashiers to higher level positions, *most* of the employers do. The higher level positions include:

- Office Helper
- Driver
- Receiving
- Order Clerk
- Head Clerk
- Head Cashier
- Assistant Manager
- Manager

## EMPLOYER REPORTED GROWTH

*Size and growth projections are not available for the area surveyed. See Appendix A for San Benito County projections. The following information was gathered from the employers responding to the survey:*

Total firms responding to the survey:	16	
Employees in this occupation from firms surveyed:	165	
	<b>Reported (1997)</b>	<b>Projected (1997-2000)</b>
Firms Reporting Growth	19%	44%
Employees in this occupation from firms reporting growth	13%	55%

## EDUCATION, TRAINING & EXPERIENCE

*Almost all* recently hired Cashiers have a High School or equivalent level of education.

*Many* employers *sometimes* require previous work experience. Employers may look for 6 months to 2 years previous experience in such occupations as stockers, clerks, food service, retail, meat cutters, bookkeepers, receptionist, or cashiers.

*Many* employers surveyed are *sometimes* willing to substitute training for work experience.

## TRAINING PROVIDERS

- Mission Trails

## OTHER INFORMATION

California Occupational Guide No.: 31

**Screening Methods:** Drug testing, DMV checks, Police record background checks, medical physicals, prior employment history, and reading, math, aptitude assessment testing.

## DINING ROOM AND CAFETERIA ATTENDANTS AND BARTENDER HELPERS

(OES: 650140)

*Dining Room and Cafeteria Attendants, and Bartender Helpers perform any combination of duties to facilitate food service. They carry dirty dishes from the dining room to the kitchen, replace soiled table linens and set tables with silverware and glassware, and replenish supply of clean linens, silverware, glassware, and dishes. They supply service bars with food, such as soups, salads, and desserts, and serve ice water and butter to patrons. They may also serve coffee to patrons and wash tables.*

### W A G E I N F O R M A T I O N

	<u>Range</u>	<u>Median</u>
Entry Level Experience:	\$4.75*-\$6.25	\$4.75
Experienced/New to the Firm:	\$4.75*-\$7.00	\$5.20
3+ Yrs. Experience with Firm:	\$4.75*-\$8.00	\$6.25
* NOTE: Wage reflected is the wage paid prior to the September minimum wage increase and does not include tips paid.		

### W O R K P A T T E R N S

**Many** Dining Room and Cafeteria Attendants, and Bartender Helpers work full time, averaging **38 hours** per week, and **many** work part time averaging **21 hours** per week.

### O C C U P A T I O N A L S K I L L S

#### BASIC SKILLS:

**Very Important:** Ability to read and follow instructions; ability to work independently and as part of a team; attention to detail and ability to stand continuously for two or more hours; and ability to lift at least 10 lbs.

**Important:** Oral communication skills and ability to work under pressure.

#### JOB SPECIFIC SKILLS:

**Very Important:** Ability to follow oral instructions.

**Important:** Public contact skills; willingness to work with close supervision; and a willingness to work a split shift.

### F R I N G E B E N E F I T S

<u>BENEFITS</u>	<u>FULL TIME</u>	<u>PART TIME</u>
Medical Insurance:	100%	0%
Dental Insurance:	100%	0%
Vision Insurance:	50%	0%
Life Insurance:	50%	0%
Paid Sick Leave:	75%	25%
Paid Vacation:	75%	25%
Retirement Plan:	25%	0%
Child Care:	0%	0%

### P R I N C I P A L E M P L O Y I N G I N D U S T R I E S

<u>INDUSTRY</u>	<u>PERCENT</u>	<u>SIC</u>
<b><i>San Benito County:</i></b>		
Eating Places	70.9%	5812
Public Golf Courses	24.1%	7992
<b><i>Santa Clara County:</i></b>		
Eating Places	76.4%	5812
Hotels and Motels	7.1%	7011

\*Principal Employing Industry projections are not available for the area surveyed.



# DINING ROOM AND CAFETERIA ATTENDANTS AND BARTENDER HELPERS

## SUPPLY & DEMAND

*Many* employers report it to be *somewhat difficult* to find fully experienced and qualified applicants while *most* employers report it is *not difficult* finding qualified but inexperienced applicants who meet their hiring standards.

Turnover accounted for *most* of the new job opportunities created in the past year; *some* were the result of newly created positions.

*Most* of the firms (73%) recently surveyed reported employment in this occupation had *remained stable* over the past year, and expect it to *remain stable* over the next three years. However, *some* of the firms (27%) did experience *growth* in this occupation and anticipate *growth*, for the same time periods respectively.

## HIRING & PROMOTING

Employers reported using the following methods for recruiting employees:

- *Almost all* employers surveyed use employee referrals to recruit for this occupation.
- *Many* employers also recruit via newspaper ads.
- *Some* employers recruit through in-house promotions or transfers.

*Most* employers surveyed promote Dining Room and Cafeteria Attendants and Bartender Helpers to higher level positions, such as:

- Cashier
- Cook
- Food Preparer
- Waiter/Waitress
- Hostess
- Bartender
- Assistant Manager

## EMPLOYER REPORTED GROWTH

*Size and growth projections are not available for the area surveyed. See Appendix A for San Benito County projections. The following information was gathered from the employers responding to the survey:*

Total firms responding to the survey:	15	
Employees in this occupation from firms surveyed:	90	
	<b>Reported (1997)</b>	<b>Projected (1997-2000)</b>
Firms Reporting Growth	27%	27%
Employees in this occupation from firms reporting growth	47%	46%

## EDUCATION, TRAINING & EXPERIENCE

*Most* recently hired Dining Room and Cafeteria Attendants, and Bartender Helpers have a high school diploma or its equivalent. *Some* have less than a high school diploma and *a few* have some college but no degree.

*Many* employers surveyed *sometimes* require previous work experience, and *many* employers never require previous experience. *Most* of the employers recently surveyed are *sometimes* willing to substitute training for work experience. Employers look for an average of 6 to 9 months of prior work experience as a Food Server, Bus Person, Waiter/Waitress or Bartender.

## TRAINING PROVIDERS

\* See *Training Providers* for related courses

## OTHER INFORMATION

**California Occupational Guide No.:** 523

**Screening Devices:** Drug testing, Police Record background checks, Credit checks.

# EMERGENCY MEDICAL TECHNICIANS- I

(OES: 325083)

*Emergency Medical Technicians-I are ambulance attendants or drivers who are trained and certified to provide emergency basic life support at the scene of an emergency and during ambulance transport to hospitals. Please do not include Firefighters trained as Emergency Medical Technicians-I.*



*NOTE: Emergency Medical Technicians-II were also surveyed at this time, however, the responses indicated this occupation (EMT-II) was not used in the area being surveyed.*

## WAGE INFORMATION

	<u>Range</u>	<u>Median</u>
Entry Level Experience:	\$6.25-\$6.25	\$6.25
Experienced/New to the Firm:	\$6.25-\$6.25	\$6.25
3+ Yrs. Experience with Firm:	\$6.75-\$6.75	\$6.75

## WORK PATTERNS

*Most* Emergency Medical Technicians - I work part time averaging **24 hours** per week. *Some* work full time averaging **56 hours** per week.

## OCCUPATIONAL SKILLS

### BASIC SKILLS

**Very Important:** Written and oral communication skills; ability to read and follow instructions; English grammar and spelling skills; ability to work independently and as part of a team; ability to work under pressure; attention to detail; ability to lift up to 100 lbs.; and ability to do strenuous, physically demanding work.

### JOB SPECIFIC SKILLS

**Very Important:** Ability to recognize ventricular fibrillation and cardiac standstill; ability to operate automatic and semi-automated defibrillators; ability to monitor and maintain IV lines; ability to assist with inflation of antishock trousers; ability to assist with set-up for ADV Life Support procedures; ability to test, check and maintain emergency medical equipment; ability to take charge and handle major emergencies; ability to accurately record and report information; ambulance or emergency vehicle driving skills; ability to lift and move patients; good physical condition; and ability to assess emergency situations & set priorities quickly.

## FRINGE BENEFITS

<u>BENEFITS</u>	<u>FULL TIME</u>
Medical Insurance:	100%
Dental Insurance:	100%
Vision Insurance:	100%
Life Insurance:	100%
Paid Sick Leave:	0%
Paid Vacation:	100%
Retirement Plan:	0%
Child Care:	0%

## PRINCIPAL EMPLOYING INDUSTRIES

<u>INDUSTRY</u>	<u>PERCENT</u>	<u>SIC</u>
<i>San Benito County:</i>		
Local Passenger Transportation, NEC	77.8%	4119
Local Government	18.5%	9030
<i>Santa Clara County:</i>		
Local Passenger Transportation, NEC	61.4%	4119
Local Government	28.8%	9030

\*Principal Employing Industry projections are not available for the area surveyed.

# EMERGENCY MEDICAL TECHNICIANS- I

## SUPPLY & DEMAND

*All* of the employers recently surveyed report it is **a little difficult** to find fully experienced and qualified applicants, and **very difficult** to find inexperienced applicants who meet their hiring standards.

*All* of the employers surveyed reported that this occupation had **remained stable** over this last year, and employees leaving accounted for *all* of the new job opportunities that were available.

*All* of the employers surveyed anticipate this occupation will continue to **remain stable** over the next 3 years.

## HIRING & PROMOTING

*All* of the employers reported using either employee referrals or hire unsolicited applicants when recruiting new employees as Emergency Medical Technicians-I and **none** of the employers promoted to higher level positions.

## EMPLOYER REPORTED GROWTH

*Size and growth projections are not available for the area surveyed. See Appendix A for San Benito County projections. The following information was gathered from the employers responding to the survey:*

Total firms responding to the survey:	3	
Employees in this occupation from firms surveyed:	41	
	<b>Reported (1997)</b>	<b>Projected (1997-2000)</b>
Firms Reporting Growth	0%	0%
Employees in this occupation from firms reporting growth	0%	0%

## EDUCATION, TRAINING & EXPERIENCE

*All* recently hired Emergency Medical Technicians-I have a high school or equivalent level of education.

*All* of the employers surveyed **usually** require previous work experience of six months as an Emergency Medical Technician, and **sometimes** substitute training for work experience.

Emergency Medical Technicians require an EMT certificate.

## TRAINING PROVIDERS

- Information is unavailable

## OTHER INFORMATION

California Occupational Guide No.: 550

Screening Methods: DMV checks, and medical physicals.

# EMERGENCY MEDICAL TECHNICIANS- PARAMEDIC

(OES: 325083)

*Emergency Medical Technicians, Paramedic are trained and certified to provide emergency advanced life support at the scene of an emergency and during ambulance transport to hospitals. Emergency Medical Technicians, Paramedics use a broad range of sophisticated lifesaving equipment and techniques, including specified drugs. Please do not include Firefighters trained as Paramedics.*



## WAGE INFORMATION

	<u>Union</u>		<u>Non-union</u>	
	<u>Range</u>	<u>Median</u>	<u>Range</u>	<u>Median</u>
<b>Entry Level/No Experience:</b>	\$ 6.83-\$ 6.83	\$ 6.83	\$9.79- \$9.79	\$9.79
<b>Experienced/New to the Firm:</b>	\$ 7.59-\$ 7.59	\$ 7.59	\$9.79- \$9.79	\$9.79
<b>3+ Yrs. Experience with Firm:</b>	\$13.03-\$13.03	\$13.03	\$10.51-\$10.51	\$10.51

## WORK PATTERNS

*Many* Emergency Medical Technicians-Paramedics work full time averaging **52 hours** per week, and *many* are part time averaging **24 hours** per week.

## OCCUPATIONAL SKILLS

### BASIC SKILLS

**Very Important:** Oral communication skills; ability to read and follow instructions; English grammar and spelling skills; ability to work independently as well as part of a team; ability to work under pressure; attention to detail; ability to lift up to 100 lbs.; and ability to do strenuous, physically demanding work.

**Important:** Writing skills.

### JOB SPECIFIC SKILLS

**Very Important:** Ability to perform synchronized cardioversion; ability to perform needle thoracostomy; ability to perform endotracheal intubation; pediatric intubation; ability to perform ventilation by use of esophageal airway; ability to test, check and maintain emergency medical equipment; ability to take charge and handle major emergencies; ability to accurately record and report information; ambulance or emergency vehicle driving skills; ability to lift and move patients; good physical condition; and ability to assess emergency situations and set priorities quickly.

## FRINGE BENEFITS

<u>BENEFITS</u>	<u>FULL TIME</u>
Medical Insurance:	100%
Dental Insurance:	100%
Vision Insurance:	100%
Life Insurance:	100%
Paid Sick Leave:	50%
Paid Vacation:	100%
Retirement Plan:	50%
Child Care:	0%

## PRINCIPAL EMPLOYING INDUSTRIES

<u>INDUSTRY</u>	<u>PERCENT</u>	<u>SIC</u>
<i>San Benito County:</i>		
Local Passenger Transportation, NEC	77.8%	4119
Local Government	18.5%	9030
<i>Santa Clara County:</i>		
Local Passenger Transportation, NEC	61.4%	4119
Local Government	28.8%	9030

\*Principal Employing Industry projections are not available for the area surveyed.

# EMERGENCY MEDICAL TECHNICIANS- PARAMEDIC

## SUPPLY & DEMAND

*Many* employers report it is *a little difficult* to find fully experienced and qualified applicants, and *somewhat difficult* to find inexperienced applicants who meet their hiring standards.

*Many* of the employers recently surveyed have reported that this occupation *remained stable* over the past year, and *many* others experienced a *decline*. *All* of the new job opportunities of the past year were the result of employees leaving.

*Many* of the employers surveyed (50%) anticipate this occupation *growing* over the next 3 years, while *many* other employers (50%) anticipate a *decline* in this occupation.

## HIRING & PROMOTING

Employers reported using the following methods for recruiting employees:

- *All* of the employers recently surveyed use employee referrals.
- *Many* employers recruit via newspaper ads, hire unsolicited applicants, do in-house promotion or transfer, or recruit through public school or program referrals.

*Many* employers promote Emergency Medical Technicians - Paramedic to higher level positions such as:

- Supervisor
- Training Coordinator

## EMPLOYER REPORTED GROWTH

*Size and growth projections are not available for the area surveyed. See Appendix A for San Benito County projections. The following information was gathered from the employers responding to the survey:*

Total firms responding to the survey:	3	
Employees in this occupation from firms surveyed:	41	
	Reported (1997)	Projected (1997-2000)
Firms Reporting Growth	0%	0%
Employees in this occupation from firms reporting growth	0%	0%

## EDUCATION, TRAINING & EXPERIENCE

*All* recently hired Emergency Medical Technicians - Paramedic have a high school level of education.

*Many* employers (50%) *sometimes* require previous work experience and *sometimes* substitute training for work experience, and *many* other employers (50%) *usually* require previous work experience and *usually* will substitute training for previous work experience. An average of from 9 to 12 months as a Paramedic or EMT is preferred.

## TRAINING PROVIDERS

- Information is unavailable

## OTHER INFORMATION

California Occupational Guide No.: 550

Screening Methods: Drug testing, DMV checks, Police Record background checks, and medical physicals.

# FIRST LINE SUPERVISORS/ MANAGERS- CONSTRUCTION TRADES AND EXTRACTIVE WORKERS

(OES: 810050)

*First Line Supervisors and Manager/Supervisor in the Construction Trades and Extractive Workers directly supervise and coordinate activities of construction or extractive workers. Manager/Supervisors are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. In addition, Manager/Supervisors may also engage in part, in the same construction work as the workers they supervise. Please do not include work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision, and report them in the occupations which are most closely related to their specific work duties.*



## WAGE INFORMATION

	<u>Range</u>	<u>Median</u>
Entry Level Experience:	\$6.00-\$28.77	\$14.38
Experienced/New to the Firm:	\$7.00-\$31.17	\$20.00
3+ Yrs. Experience with Firm:	\$10.00-\$33.56	\$25.00

## WORK PATTERNS

**Almost all** First Line Supervisors/Managers Construction Trades & Extractive Workers work full time averaging **40 hours** per week.

## OCCUPATIONAL SKILLS

### BASIC SKILLS

**Very Important:** Oral communication skills; ability to read and follow instructions; English grammar and spelling skills; ability to work independently as well as part of a team; ability to work under pressure; and attention to detail.

**Important:** Basic and advanced math skills; writing skills; ability to lift 10 to 50 lbs; ability to do strenuous, physically demanding work; and ability to sit or stand continuously for 2 or more hours.

### JOB SPECIFIC SKILLS

**Very Important:** Ability to plan and organize the work of others; ability to implement safe work practices; problem solving skills; ability to work outdoors in all weather conditions; ability to tolerate noise and dust; and ability to set priorities.

**Important:** Ability to read blueprints; willingness to work on-call; and willingness to work overtime.

**New Skills:** OSHA knowledge; safety skills; speed; personnel management; construction experience and computer skills.

### COMPUTER SKILLS

Of the employers who responded to this question, the following skills were sought: word processing; spreadsheet; database.

## FRINGE BENEFITS

<u>BENEFITS</u>	<u>FULL TIME</u>
Medical Insurance:	93%
Dental Insurance:	47%
Vision Insurance:	33%
Life Insurance:	33%
Paid Sick Leave:	27%
Paid Vacation:	60%
Retirement Plan:	27%
Child Care:	0%

## PRINCIPAL EMPLOYING INDUSTRIES

<u>INDUSTRY</u>	<u>PERCENT</u>	<u>SIC</u>
<b><i>San Benito County:</i></b>		
Plumbing, Heating and Air Conditioning	34.3%	1711
Local Government Single Family Housing	20.0%	9030
Construction	14.3%	1521
Non Residential Construction	14.3%	1542
<b><i>Santa Clara County:</i></b>		
Non Residential Construction	11.0%	1542
Plumbing, Heating and Air Conditioning	9.7%	1711

\*Principal Employing Industry projections are not available for the area surveyed.

# FIRST LINE SUPERVISORS/ MANAGERS- CONSTRUCTION TRADES AND EXTRACTIVE WORKERS

## SUPPLY & DEMAND

*Many* employers report it is *somewhat difficult* to find fully experienced and qualified applicants while *many* employers also report it is *a little difficult* to find inexperienced applicants who meet their hiring standards.

*Many* of the employers recently surveyed (53%) reported that this occupation had *remained stable* over the past year, while *many* other employers (47%) reported *growth*. New positions created over the past year accounted for *almost all* of the new job opportunities available.

*Many* of the employers surveyed (59%) anticipate *stability* in this occupation over the next 3 years, while *many* others (41%) anticipate *growth*.

## HIRING & PROMOTING

Employers reported using the following methods for recruiting employees:

- *Most* employers recruit via in-house promotion or transfer.
- *Many* employers use employee referrals.

*Many* employers recently surveyed promote to higher level positions such as:

- Management
- Supervisor
- Superintendent

## EMPLOYER REPORTED GROWTH

*Size and growth projections are not available for the area surveyed. See Appendix A for San Benito County projections. The following information was gathered from the employers responding to the survey:*

Total firms responding to the survey:	17	
Employees in this occupation from firms surveyed:	82	
	<b>Reported (1997)</b>	<b>Projected (1997-2000)</b>
Firms Reporting Growth	47%	41%
Employees in this occupation from firms reporting growth	59%	40%

## EDUCATION, TRAINING & EXPERIENCE

*Most* of the recently hired First Line Supervisors/Managers Construction Trades & Extractive Workers have a high school or equivalent level of education.

*Most* of the employers (71%) *always* require previous work experience. *Some* of the employers (35%) *never* substitute training for work experience and *some* of the employers (29%) *sometimes* substitute training for work experience. Employers reported that applicants for this occupation needed an average of 2 to 5 years prior related work experience as: a supervisor, in cable/fiber optics, a painter, in construction, HVAC, the commercial electrical trade, or apprenticeship/bricklaying.

## TRAINING PROVIDERS

\* See *Training Providers* for related courses

## OTHER INFORMATION

California Occupational Guide No.: (none)

Screening Methods: Drug testing, DMV checks, Police record background checks, medical physicals.

## FIRST LINE SUPERVISORS AND MANAGER/ SUPERVISOR- PRODUCTION AND OPERATING WORKERS (OES: 810080)

*First Line Supervisors and Manager/Supervisors of Production and Operating Workers directly supervise and coordinate activities of production and operating workers, such as testers, precision workers, machine setters and operators, assemblers, fabricators, or plant and system operators. Manager/Supervisors are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. In addition, Manager/Supervisors may also engage, in part in the same production work as the workers they supervise. Please do not include work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision and report them in the occupations which are most closely related to their specific work duties.*

### W A G E I N F O R M A T I O N

	<u>Range</u>	<u>Median</u>
Entry Level Experience:	\$ 5.00 - \$16.78	\$ 9.74
Experienced/New to the Firm:	\$ 7.00 - \$23.97	\$12.00
3+ Yrs. Experience with Firm:	\$10.00 - \$28.77	\$15.00

### W O R K P A T T E R N S

**Most** First Line Supervisors and Manager/Supervisors of Production and Operating Workers are full time employees and work an average of **41 hours** per week. **Some** are seasonal employees and average **39 hours** of work per week.

### O C C U P A T I O N A L S K I L L S

#### BASIC SKILLS

**Very Important:** Basic math skills; oral communication skills; ability to read and follow instructions; ability to work independently as well as part of a team; ability to work under pressure; and attention to detail.

**Important:** Writing skills.

#### JOB SPECIFIC SKILLS

**Very Important:** Ability to plan and organize the work of others; ability to explain and follow grievance procedures; ability to follow safe equipment operating practices; problem solving skills; interpersonal skills; ability to manage unexpected situations or circumstances; and ability to manage multiple priorities.

**Important:** Knowledge of the technical aspects of subordinates duties; and ability to set work priorities.

#### COMPUTER SKILLS

**Almost all** of the employers recently surveyed reported that they look for word processing skills, and **most** of the employers sought spreadsheet skills. **Many** employers also looked for database skills.

### F R I N G E B E N E F I T S

<u>BENEFITS</u>	<u>FULL TIME</u>
Medical Insurance:	100%
Dental Insurance:	60%
Vision Insurance:	47%
Life Insurance:	53%
Paid Sick Leave:	33%
Paid Vacation:	100%
Retirement Plan:	40%
Child Care:	0%

### P R I N C I P A L E M P L O Y I N G I N D U S T R I E S

<u>INDUSTRY</u>	<u>PERCENT</u>	<u>SIC</u>
<b><i>San Benito County:</i></b>		
Canned Fruits and Vegetables	18.9%	2033
Dehydrated Fruits, Vegetables, Soups	18.9%	2034
Paper Mills	10.8%	2621
<b><i>Santa Clara County:</i></b>		
Semiconductors and Related Devices	18.3%	3674
Printed Circuit Boards	10.5%	3672

\*Principal Employing Industry projections are not available for the area surveyed.



# FIRST LINE SUPERVISORS AND MANAGERS/SUPERVISORS- PRODUCTION AND OPERATING WORKERS

## SUPPLY & DEMAND

*Many* employers report it is *somewhat difficult* to find fully experienced and qualified applicants, and *many* employers report it is *somewhat difficult* to find inexperienced applicants who meet their hiring standards.

*Most* employers who responded to the recent survey reported that this occupation had *remained stable* over the past year, with *many* of the new job opportunities available in the past year resulting from temporary positions that were created.

*Most* (60%) of the employers recently surveyed expect this occupation to *remain stable* over the next three years, with *many* employers (33%) anticipating *growth*.

## HIRING & PROMOTING

Employers reported using the following methods for recruiting employees:

- *Most* employers use employee referrals.
- *Many* employers recruit via newspaper ads, or in-house promotion or transfer.

*Most* of the employers recently surveyed promote First Line Supervisors and Manager/Supervisors - Production and Operating Workers to higher level positions such as:

- Plant Manager
- Supervisor
- Manager
- Plant Superintendent
- Quality Manager
- Assistant Production Manager
- Laboratory Director

## EMPLOYER REPORTED GROWTH

*Size and growth projections are not available for the area surveyed. See Appendix A for San Benito County projections. The following information was gathered from the employers responding to the survey:*

Total firms responding to the survey:	15	
Employees in this occupation from firms surveyed:	149	
	<b>Reported (1997)</b>	<b>Projected (1997-2000)</b>
Firms Reporting Growth	20%	33%
Employees in this occupation from firms reporting growth	26%	47%

## EDUCATION, TRAINING & EXPERIENCE

*Many* recently hired First Line Supervisors and Manager/Supervisors - Production and Operating Workers have less than a high school level of education. *Some* have a high school or equivalent level of education or more.

*Many* of the employers recently surveyed *always* require previous work experience, and *some* employers usually require previous work experience. *Many* employers are *sometimes* willing to substitute training for work experience. Employers look for 6 months to 5 years prior experience as a foreman, crew leader, production assembler, scheduler or planner, quality assurance work, manufacturing, or line superintendent or crew chief.

## TRAINING PROVIDERS

\* See *Training Providers* for related courses

## OTHER INFORMATION

California Occupational Guide No.: (none)

Screening Methods: Drug testing; DMV checks; Police Record background checks; Medical physicals; reading, math, aptitude assessment testing; and skills test.

## FOOD PREPARATION WORKERS

(OES: 650380)

*Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining, and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.*

### W A G E I N F O R M A T I O N

	<u>Range</u>	<u>Median</u>
<b>Entry Level Experience:</b>	\$4.75* - \$6.00	\$5.15
<b>Experienced/New to the Firm:</b>	\$5.00 - \$8.00	\$5.50
<b>3+ Yrs. Experience with Firm:</b>	\$6.00 - \$13.50	\$7.25
* NOTE: Wage reflected is the wage paid prior to the September minimum wage increase and does not include tips paid.		

### W O R K P A T T E R N S

**Many** Food Preparation Workers work full time averaging **40 hours** per week and many work part time at **22 hours** per week.

### O C C U P A T I O N A L S K I L L S

#### BASIC SKILLS

**Very Important:** Ability to work independently; ability to work under pressure; attention to detail; ability to work as part of a team; and the ability to stand continuously for 2 or more hours.

**Important:** Oral communication skills; ability to read and follow instructions and ability to lift at least 10 lbs.

#### JOB SPECIFIC SKILLS

**Very Important:** Knowledge of sanitary work environments; ability to work rapidly; and high standards of personal cleanliness.

**Important:** Ability to handle multiple food orders in a timely manner; willingness to work with close supervision.

#### COMPUTER SKILLS

**All** of the employers recently surveyed do not require any computer skills for this occupation.

### F R I N G E B E N E F I T S

<u>BENEFITS</u>	<u>FULL TIME</u>	<u>PART TIME</u>
Medical Insurance:	80%	20%
Dental Insurance:	60%	20%
Vision Insurance:	60%	20%
Life Insurance:	40%	20%
Paid Sick Leave:	40%	20%
Paid Vacation:	60%	20%
Retirement Plan:	20%	20%
Child Care:	0%	0%

### P R I N C I P A L E M P L O Y I N G I N D U S T R I E S

<u>INDUSTRY</u>	<u>PERCENT</u>	<u>SIC</u>
<b><i>San Benito County:</i></b>		
Eating Places	60.3%	5812
Elementary & Secondary Schools	24.0%	8211
Grocery Stores	8.8%	5411
<b><i>Santa Clara County:</i></b>		
Eating Places	71.5%	5812
Elementary and Secondary Schools	7.0%	8211
Grocery Stores	5.2%	5411

\*Principal Employing Industry projections are not available for the area surveyed.

# FOOD PREPARATION WORKERS

## SUPPLY & DEMAND

*Some* employers recently surveyed report it is *a little difficult* to find fully experienced and qualified applicants, and *many* report it is *a little difficult* to find inexperienced applicants.

*Most* of the employers surveyed report employment in this occupation has *remained stable* this past year, and also report that it will continue to *remain stable* over the next three years. Employees leaving accounts for *almost all* of the new job opportunities created in the past year.

## HIRING & PROMOTING

Employers reported using the following methods for recruiting employees:

- *Most* employers use employee referrals.
- *Some* employers recruit via newspaper ads, in-house promotion or transfer, or hire unsolicited applicants.

*Most* employers recently surveyed promote Food Preparation Workers to higher level positions such as:

- Cashier
- Food Clerk
- Full Cook
- Manager
- Kitchen Manager
- Lead Food Preparation Worker
- Supervisor
- Pastry Supervisor

## EMPLOYER REPORTED GROWTH

*Size and growth projections are not available for the area surveyed. See Appendix A for San Benito County projections. The following information was gathered from the employers responding to the survey:*

Total firms responding to the survey:	15	
Employees in this occupation from firms surveyed:	130	
	<b>Reported (1997)</b>	<b>Projected (1997-2000)</b>
Firms Reporting Growth	14%	40%
Employees in this occupation from firms reporting growth	16%	38%

## EDUCATION, TRAINING & EXPERIENCE

*Almost all* recently hired Food Preparation Workers have a high school diploma or equivalent level of education. *Most* employers *never* require previous work experience. *Many* employers surveyed are *sometimes* willing to substitute training for work experience. *Some* of the employers responding to our survey look for 3 to 12 months prior experience in related occupations such as dish washing, cooking experience, prep cook, line/saute cook, or pantry person.

Food Preparation Workers may be trained on the job.

## TRAINING PROVIDERS

- Cabrillo College
- Mission Trails
- Santa Clara County ROP- South

## OTHER INFORMATION

California Occupational Guide No.: (None)

Screening Devices: Medical physicals, inquiry into previous injuries, such as, carpal tunnel or back injuries.

## GENERAL MANAGERS AND TOP EXECUTIVES

(OES: 190050)

*General Managers and Top Executives include both top and mid-level managers whose duties and responsibilities are too diverse and general in nature to be classified in any functional or line area of management and administration. These managers generally work through departmental or subordinate executives. Please do not include managers of smaller establishments who typically engage in the same activities as the workers they supervise.*

### WAGE INFORMATION

	<u>Range</u>	<u>Median</u>
Entry Level Experience:	\$10.36 - \$23.97	\$13.15
Experienced/New to the Firm:	\$11.19 - \$71.92	\$23.60
3+ Yrs. Experience with Firm:	\$13.59 - \$143.84	\$31.66

### WORK PATTERNS

**Almost all** General Managers and Top Executives work full time averaging **43 hours** per week.

### OCCUPATIONAL SKILLS

#### BASIC SKILLS

**Very Important:** Basic math skills; writing skills; oral communication skills; ability to read and follow instructions; English grammar and spelling skills; ability to work independently as well as part of a team; ability to work under pressure and attention to detail.

#### JOB SPECIFIC SKILLS

**Very Important:** Ability to write effectively; knowledge of business math; ability to give oral instructions; ability to maintain good business relationships; leadership skills; ability to motivate others; performance appraisal skills; ability to plan and organize the work of others; ability to interpret data and analyze data to solve problems; ability to take charge and handle the unexpected; knowledge of economic principals; and knowledge of financial planning.

#### COMPUTER SKILLS

**Almost all** employers recently surveyed sought word processing and spreadsheet skills in the applicants for the General Managers and Top Executives positions. **Most** employers were also interested in database skills.

### FRINGE BENEFITS

<u>BENEFITS</u>	<u>FULL TIME</u>
Medical Insurance:	100%
Dental Insurance:	93%
Vision Insurance:	67%
Life Insurance:	80%
Paid Sick Leave:	73%
Paid Vacation:	100%
Retirement Plan:	60%
Child Care:	0%

### PRINCIPAL EMPLOYING INDUSTRIES

<u>INDUSTRY</u>	<u>PERCENT</u>	<u>SIC</u>
<b><i>San Benito County:</i></b>		
Explosive	3.8%	2892
Plumbing, Heating and Air Conditioning	2.1%	1711
Canned Fruits and Vegetables	2.1%	2033
<b><i>Santa Clara County:</i></b>		
Semiconductors and Related Devices	3.4%	3674
Eating Places	3.4%	5812

\*Principal Employing Industry projections are not available for the area surveyed.

# GENERAL MANAGERS AND TOP EXECUTIVES

## SUPPLY & DEMAND

**Most** employers report it is **somewhat difficult** to find fully experienced and qualified applicants, and **very difficult** to find inexperienced applicants who meet their hiring standards.

**Most** of the employers recently surveyed reported that this occupation had **remained stable** over the past year, with **many** of the new job opportunities available, the result of employees leaving. Promotions accounted for **some** of the other available new job opportunities.

**Many** employers reported that they expect this occupation to **grow** (53%) over the next 3 years, while **many** others (47%) anticipate that it will **remain stable**.

## HIRING & PROMOTING

Employers reported using the following methods for recruiting employees:

- **Many** employers recruit via newspaper ads.
- **Some** employers use employee referrals, or internal postings, Professional recruiters and Executive searches.

**Almost all** of the employers recently surveyed reported that they do not promote to higher level positions.

## EMPLOYER REPORTED GROWTH

*Size and growth projections are not available for the area surveyed. See Appendix A for San Benito County projections. The following information was gathered from the employers responding to the survey:*

Total firms responding to the survey:	16	
Employees in this occupation from firms surveyed:	86	
	<b>Reported (1997)</b>	<b>Projected (1997-2000)</b>
Firms Reporting Growth	25%	53%
Employees in this occupation from firms reporting growth	30%	53%

## EDUCATION, TRAINING & EXPERIENCE

**Most** of the recently hired General Managers And Top Executives have completed a graduate study, and **some** have a bachelors degree level of education.

**Most** employers **always** require previous work experience in such related areas as directors, or executive directors, CEO's, high level management or industry experience. Employers looked for 1 to 10 years previous experience.

**Many** employers surveyed were **never** willing to substitute training for work experience. General Managers and Top Executives may be trained on the job.

## TRAINING PROVIDERS

- Information is unavailable

## OTHER INFORMATION

California Occupational Guide No.: (None)

Screening Methods: DMV checks, Police record background checks, medical physicals, criminal and child abuse index checks.

# HAND PACKERS AND PACKAGERS

(OES: 989020)

*Hand Packers and Packers pack or package by hand a wide variety of products and materials. Please do not include workers whose jobs require more than minimum training.*

## WAGE INFORMATION

	<u>Range</u>	<u>Median</u>
Entry Level Experience:	\$5.00 - \$10.00	\$5.50
Experienced/New to the Firm:	\$5.00 - \$11.00	\$6.00
3+ Yrs. Experience with Firm:	\$5.00 - \$12.00	\$6.74
NOTE: Minimum Wage at the time of the survey was \$4.75 per hour.		

## WORK PATTERNS

*Many* Hand Packers and Packers work full time averaging **41 hours** per week. *Many* are seasonal and work an average of **40 hours** per week.

## OCCUPATIONAL SKILLS

### BASIC SKILLS

**Very Important:** Ability to work as part of a team; attention to detail; ability to lift at least 10 lbs.; and the ability to stand continuously for 2 or more hours.

**Important:** Ability to read and follow instructions; and the ability to work under pressure; and the ability to work independently.

### JOB SPECIFIC SKILLS

**Very Important:** Good eye-hand coordination. Willingness to work with close supervision.

## FRINGE BENEFITS

<u>BENEFITS</u>	<u>FULL TIME</u>	<u>PART TIME</u>
Medical Insurance:	88%	13%
Dental Insurance:	50%	13%
Vision Insurance:	25%	13%
Life Insurance:	38%	0%
Paid Sick Leave:	63%	13%
Paid Vacation:	88%	13%
Retirement Plan:	38%	0%
Child Care:	0%	0%

## PRINCIPAL EMPLOYING INDUSTRIES

<u>INDUSTRY</u>	<u>PERCENT</u>	<u>SIC</u>
<i>San Benito County:</i>		
Construction Materials, NEC	37.3%	5039
Grocery Stores	11.8%	5411
Farm Supplies	9.8%	5191
<i>Santa Clara County:</i>		
Grocery Stores	21.2%	5411
Help Supply Services	14.4%	7363
Business Services, NEC	11.9%	7389

\*Principal Employing Industry projections are not available for the area surveyed.

# HAND PACKERS AND PACKAGERS

## SUPPLY & DEMAND

*Many* employers report it is *a little difficult* to find fully experienced and qualified applicants, as well as inexperienced applicants who meet their hiring standards.

*Most* of the employers recently surveyed reported that this occupation had *remained stable* over the past year, and temporary positions and new positions account for many of the new job opportunities that were available.

*Most* of the employers (60%) surveyed anticipate this occupation will *remain stable* over the next 3 years, while *some* (33%) anticipate *growth*.

## HIRING & PROMOTING

Employers reported using the following methods for recruiting employees:

- *Most* employers use employee referrals.
- *Some* employers recruit via newspaper ads or hire unsolicited applicants.

*Many* of the employers recently surveyed promote Hand Packers and Packagers to higher level positions such as:

- Retail
- General Merchandise Clerk
- Receiving Clerk
- Order Filler
- Buyer
- Warehouse or Route Driver
- Supervisor
- Crew Chief

## EMPLOYER REPORTED GROWTH

*Size and growth projections are not available for the area surveyed. See Appendix A for San Benito County projections. The following information was gathered from the employers responding to the survey:*

Total firms responding to the survey:	15	
Employees in this occupation from firms surveyed:	395	
	<b>Reported (1997)</b>	<b>Projected (1997-2000)</b>
Firms Reporting Growth	27%	33%
Employees in this occupation from firms reporting growth	66%	66%

## EDUCATION, TRAINING & EXPERIENCE

*Almost all* of the recently hired Hand Packers and Packagers have less than a high school or equivalent level of education, and a *few* have a high school or equivalent level.

*Most* of the employers *never* require previous work experience and *many* are *always* willing to substitute training for work experience. Employers look for an average of 6 months prior experience in such areas as hand packers, shipping and receiving, warehouse experience, agricultural conveyor, and pickers.

Hand Packers and Packagers may be trained on the job.

## TRAINING PROVIDERS

- Information is unavailable

## OTHER INFORMATION

*California Occupational Guide No.:* (none)

*Screening Methods:* Drug testing.

# INDUSTRIAL PRODUCTION MANAGERS

(OES: 150140)

*Industrial Production Managers plan, organize, direct, control, or coordinate the operational (line) activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications.*



## WAGE INFORMATION

	<u>Range</u>	<u>Median</u>
Entry Level Experience:	\$ 7.00 - \$17.26	\$11.23
Experienced/New to the Firm:	\$10.00 - \$35.96	\$15.00
3+ Yrs. Experience with Firm:	\$12.00 - \$35.96	\$19.42

## WORK PATTERNS

*All* Industrial Production Managers work full time averaging **44 hours** per week.

## OCCUPATIONAL SKILLS

### BASIC SKILLS

**Very Important:** Basic math; writing and oral communication skills; ability to read and follow instructions; ability to work independently and as part of a team; ability to work under pressure; and attention to detail.

**Important:** Advanced math skills; keyboarding skills; English grammar and spelling skills; as well as the ability to lift at least 10 pounds.

### JOB SPECIFIC SKILLS

**Very Important:** Ability to plan and organize the work of others; ability to apply materials resource planning (MRP) techniques; ability to hire and assign personnel; ability to analyze data to solve problems; organizational skills; ability to set work priorities; ability to handle crisis situations; and ability to meet deadlines.

**Important:** Report writing skills; ability to explain and follow grievance procedures; ability to write effectively; and a willingness to work nights, weekends, and holidays.

### COMPUTER SKILLS

*Almost all* employers recently surveyed sought spreadsheet skills, and *most* sought word processing skills. Many sought database skills; MicroSoft Office; and AutoCad skills.

## FRINGE BENEFITS

<u>BENEFITS</u>	<u>FULL TIME</u>
Medical Insurance:	100%
Dental Insurance:	87%
Vision Insurance:	53%
Life Insurance:	67%
Paid Sick Leave:	73%
Paid Vacation:	100%
Retirement Plan:	33%
Child Care:	0%

## PRINCIPAL EMPLOYING INDUSTRIES

<u>INDUSTRY</u>	<u>PERCENT</u>	<u>SIC</u>
<i>San Benito County:</i>		
Paper Mills	16.0%	2621
Dehydrated Fruits, Vegetables, Soups	12.0%	2034
Wines, Brandy and Brandy Spirits	12.0%	2084
<i>Santa Clara County:</i>		
Semiconductors and Related Devices	12.8%	3674
Electronic Computers	11.2%	3571

\*Principal Employing Industry projections are not available for the area surveyed.



# INDUSTRIAL PRODUCTION MANAGERS

## SUPPLY & DEMAND

*Many* employers report it is *somewhat difficult* to find fully experienced and qualified applicants, as well as inexperienced applicants who meet their hiring standards.

*Most* of the employers recently surveyed reported that this occupation had *remained stable* over the past year, and that employees leaving accounted for *many* of the new job opportunities created in the past year.

*Almost all* of the employers surveyed anticipate this occupation will *remain stable* (88%), while *a few* (13%) expect it to *grow* over the next three years.

## HIRING & PROMOTING

Employers reported using the following methods for recruiting employees:

- *Many* employers recruit via newspaper ads, employee referrals, and in-house promotion or transfers.

While *most* of the employers recently surveyed do not promote Industrial Production Managers to higher level positions, *many* of them do to positions such as:

- Plant Manager
- Executive Management
- General Manager
- Operations Manager
- Superintendent
- Production Manager
- Director of Operations

## EMPLOYER REPORTED GROWTH

*Size and growth projections are not available for the area surveyed. See Appendix A for San Benito County projections. The following information was gathered from the employers responding to the survey:*

Total firms responding to the survey:	16	
Employees in this occupation from firms surveyed:	52	
	<b>Reported (1997)</b>	<b>Projected (1997-2000)</b>
Firms Reporting Growth	19%	13%
Employees in this occupation from firms reporting growth	31%	16%

## EDUCATION, TRAINING & EXPERIENCE

*Many* recently hired Industrial Production Managers have a high school or equivalent level of education, *some* have college but no degree, and *some* have an associate degree.

*Almost all* employers *always* require previous work experience. *Many* employers surveyed are *sometimes* willing to substitute training for work experience. The employers look for an average of 1 to 5 years related work experience as: a manufacturing shop supervisor, production manager, drafter, welder, materials specialist, production planner or supervisor.

Industrial Production Managers may be trained on the job.

## TRAINING PROVIDERS

- Information is unavailable

## OTHER INFORMATION

California Occupational Guide No.: (None)

Screening Methods: Drug testing, DMV checks, Police record background checks, medical physicals, reading, math, and aptitude testing, reference checks, and oral interview and proficiency test.

# INDUSTRIAL TRUCK AND TRACTOR OPERATORS

(OES: 979470)

*Industrial Truck and Tractor Operators operate gasoline or electric powered industrial trucks or tractors equipped with fork lift, elevated platform, or trailer hitch to move materials within an establishment, warehouse, storage yard, factory, or at a construction site. Please do not include Logging Tractor Operators.*



## WAGE INFORMATION

	<u>Union</u>		<u>Non-Union</u>	
	<u>Range</u>	<u>Median</u>	<u>Range</u>	<u>Median</u>
<b>Entry Level/No Experience:</b>	\$9.00-\$10.52	\$ 9.95	\$5.00-\$ 9.00	\$ 7.63
<b>Experienced/New to the Firm:</b>	\$9.00-\$13.00	\$10.44	\$6.00-\$12.00	\$10.00
<b>3+ Yrs. Experience with Firm:</b>	\$11.25-\$14.98	\$13.76	\$8.25-\$13.50	\$11.83
NOTE: Minimum wage at the time of the survey was \$4.75 per hour.				

## WORK PATTERNS

**Most** Industrial Truck and Tractor Operators work full time averaging **42** hours per week.

## OCCUPATIONAL SKILLS

### BASIC SKILLS

**Very Important:** Oral communication skills; ability to work independently as well as part of a team; ability to work under pressure; attention to detail; and ability to lift at least 10 pounds.

**Important:** Basic math skills; ability to read and follow instructions.

### JOB SPECIFIC SKILLS

**Very Important:** Good eye-hand coordination.

**Important:** Possession of a valid drivers' license; possession of a fork lift drivers' certificate; and willingness to work with close supervision.

## FRINGE BENEFITS

<u>BENEFITS</u>	<u>FULL TIME</u>	<u>PART TIME</u>
Medical Insurance:	91%	18%
Dental Insurance:	73%	18%
Vision Insurance:	36%	9%
Life Insurance:	64%	18%
Paid Sick Leave:	45%	9%
Paid Vacation:	91%	9%
Retirement Plan:	64%	18%
Child Care:	9%	9%

## PRINCIPAL EMPLOYING INDUSTRIES

<u>INDUSTRY</u>	<u>PERCENT</u>	<u>SIC</u>
<b><i>San Benito County:</i></b>		
Canned Fruits and Vegetables	28.6%	2033
Dehydrated Fruits and Vegetables	19.6%	2034
Special Products Sawmills	10.7%	2429
<b><i>Santa Clara County:</i></b>		
Help Supply Services	8.9%	7363
Department Stores	7.8%	7363
Trucking, Except Local	7.6%	4213

\*Principal Employing Industry projections are not available for the area surveyed.

# INDUSTRIAL TRUCK AND TRACTOR OPERATORS

## SUPPLY & DEMAND

*Many* employers report it is *a little difficult* to find fully experienced and qualified applicants as well as inexperienced applicants who meet their hiring standards.

*Most* of the employers surveyed reported that this occupation had *remained stable* over the past year, and that the new job opportunities resulted from temporary positions created, promotions, or job turnover. *Some* of the employers surveyed reported *growth* over the past year.

*Most* (77%) of the employers recently surveyed anticipate this occupation *remaining stable* over the next three years, while *some* (23%) anticipate *growth*.

## HIRING & PROMOTING

Employers reported using the following methods for recruiting employees:

- *Most* employers use employee referrals.
- *Some* employers recruit via newspaper ads, in-house promotions or transfer, or the Employment Development Department.

*Almost all* employers recently surveyed promote Industrial Truck and Tractor Operators to higher level positions such as:

- Machine Tender
- Supervisor
- Warehouse Manager
- Dispatcher
- Mechanic Assistant
- Location Manager
- Leader Driver
- Sub Supervisor Warehouse
- Sales Manager
- Road Maintenance Worker-I, II or III
- Senior Road Maintenance Worker
- Shipping Clerk
- Administrator

## EMPLOYER REPORTED GROWTH

*Size and growth projections are not available for the area surveyed. See Appendix A for San Benito County projections. The following information was gathered from the employers responding to the survey:*

Total firms responding to the survey:	14	
Employees in this occupation from firms surveyed:	154	
	<b>Reported (1997)</b>	<b>Projected (1997-2000)</b>
Firms Reporting Growth	21%	23%
Employees in this occupation from firms reporting growth	21%	22%

## EDUCATION, TRAINING & EXPERIENCE

*Almost all* recently hired Industrial Truck and Tractor Operators have a high school or equivalent level of education.

*Some* employers (29%) *sometimes* require previous work experience, *some* employers (29%) *usually* require previous work experience and *some* employers (29%) *always* require previous work experience. However, *many* of the employers recently surveyed are *sometimes* willing to substitute training for work experience. Employers may look for employees with anywhere from one month to five years previous related experience as fork lift operators, lift truck operators, product receiving, product transfer drivers, supervisor, maintenance workers, or truck drivers.

Industrial Truck and Tractor Operators may be trained on the job.

## TRAINING PROVIDERS

- Information is unavailable

## OTHER INFORMATION

California Occupational Guide No.: (None)

Screening Methods: Drug testing, DMV checks, Police record background checks, medical physicals, and reading, math, aptitude

## INSTRUCTIONAL AIDES

(OES: 315211)

*Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils.*

### W A G E I N F O R M A T I O N

	<u>Range</u>	<u>Median</u>
Entry Level Experience:	\$5.15 - \$ 8.10	\$ 6.95
Experienced/New to the Firm:	\$5.45 - \$ 9.86	\$ 7.46
3+ Yrs. Experience with Firm:	\$6.93 - \$10.88	\$ 8.20

### W O R K P A T T E R N S

**Most** Instructional Aides work full time averaging **38 or more hours** per week.

### O C C U P A T I O N A L S K I L L S

#### BASIC SKILLS

**Very Important:** Writing skills; oral communication skills; ability to read and follow instructions; English grammar and spelling skills; ability to work independently; ability to work as a part of a team; ability to work under pressure and attention to detail.

**Important:** Basic math skills.

#### JOB SPECIFIC SKILLS

**Very Important:** Ability to apply teaching techniques; ability to exercise patience; ability to handle crisis situations; and willingness to work with close supervision.

**Important:** Knowledge of early childhood development; ability to pass a pre-employment medical examination; ability to administer emergency first aid.

**COMPUTER SKILLS :** *Some* of the employers recently surveyed sought word processing and database skills.

### F R I N G E B E N E F I T S

<u>BENEFITS</u>	<u>FULL TIME</u>	<u>PART TIME</u>
Medical Insurance:	93%	0%
Dental Insurance:	79%	0%
Vision Insurance:	43%	0%
Life Insurance:	14%	0%
Paid Sick Leave:	79%	14%
Paid Vacation:	50%	14%
Retirement Plan:	14%	14%
Child Care:	0%	0%

### P R I N C I P A L E M P L O Y I N G I N D U S T R I E S

<u>INDUSTRY</u>	<u>PERCENT</u>	<u>SIC</u>
<b><i>San Benito County:</i></b>		
Elementary & Secondary Schools	94.7%	8211
<b><i>Santa Clara County:</i></b>		
Elementary & Secondary Schools	81.1%	8211
Child Day Care Services	7.1%	8351

\*Principal Employing Industry projections are not available for the area surveyed.

## SUPPLY & DEMAND

*Some* employers report it to be *somewhat difficult* to find fully experienced and qualified applicants, and *a little difficult* to find inexperienced applicants who meet their hiring standards.

*Most* of the job opportunities available during the past year were the result of employees leaving.

*Most* of the employers surveyed report employment in this occupation will *remain stable* over the next 3 years, while *some* of the employers believe it will *grow*.

## HIRING & PROMOTING

Employers reported using the following methods for recruiting employees:

- *Most* employers recruit via newspaper.
- *Many* employers use employee referrals.
- *Some* employers use the Employment Development Department or other methods, such as: colleges, job fairs, word of mouth, and the office of education.

Employers were divided equally (50%-50%) on whether or not Instructional Aides were promoted to higher level positions. The opportunities that were available included:

- Preschool Teacher
- House Manager
- Assistant to the Teacher
- Cottage Supervisor
- Lead Child Care Worker
- Teacher (after completing all college course work and educational requirements).

## EMPLOYER REPORTED GROWTH

*Size and growth projections are not available for the area surveyed. See Appendix A for San Benito County projections. The following information was gathered from the employers responding to the survey:*

Total firms responding to the survey:	17	
Employees in this occupation from firms surveyed:	209	
	<b>Reported (1997)</b>	<b>Projected (1997-2000)</b>
Firms Reporting Growth	18%	29%
Employees in this occupation from firms reporting growth	4%	26%

## EDUCATION, TRAINING & EXPERIENCE

*Almost all* recently hired Instructional Aides have a high school or equivalent level of education.

*Some* employers never require previous work experience, while *some* employers *sometimes* require it, and *some* employers *always* require it. *Some* of the employers recently surveyed are *usually* willing to substitute training for work experience. Of those employers who responded that they do look for previous related work experience, anywhere from 6 to 24 months was preferred in areas such as: child care worker, prior youth work or prior instructional aid experience, preschool experience, or early childhood education.

Instructional Aides may be trained on the job.

## TRAINING PROVIDERS

- Hartnell College

## OTHER INFORMATION

**California Occupational Guide No.:** 502

**Screening Devices:** *Most* employers do Police record background checks when screening new applicants. Other screening methods include: Drug testing, DMV checks, medical physicals, criminal background checks, child abuse index checks, Dept. of Justice/fingerprint screening, reference checks, and reading, math, aptitude assessment testing.

# MECHANICAL ENGINEERS

(OES: 221350)

*Mechanical Engineers perform a variety of engineering work in the planning and designing of tools, engines, machines, and other mechanically functioning equipment, and oversee installation, operation, maintenance, and repair of such equipment, including centralized heat, gas, water, and steam systems. Please do not include Sales Engineers.*



## WAGE INFORMATION

	<u>Range</u>	<u>Median</u>
Entry Level Experience:	\$ 8.00 - \$25.00	\$13.43
Experienced/New to the Firm:	\$10.00 - \$32.00	\$19.18
3+ Yrs. Experience with Firm:	\$15.00 - \$35.00	\$23.88

## WORK PATTERNS

*All* Mechanical Engineers work full time averaging **47 hours** per week.

## OCCUPATIONAL SKILLS

### BASIC SKILLS

**Very Important:** Basic and advanced math skills; keyboarding skills; written and oral communication skills; ability to read and follow instructions; English grammar and spelling skills; ability to work independently as well as part of a team; ability to work under pressure; and attention to detail.

**Important:** Ability to sit continuously for two or more hours.

### JOB SPECIFIC SKILLS

**Very Important:** Ability to write legibly and effectively; ability to perform advanced mathematical computations; ability to do engineering programming. Computer Assisted Design (CAD) skills; Computer Integrated Manufacturing (CIM) CAD skills; familiarity with computer application in research; knowledge of Computer Aided Engineering; and willingness to work irregular hours.

### COMPUTER SKILLS

**Most** employers require a knowledge of spreadsheet; database; and AutoCAD. Many also looked for word processing skills.

## FRINGE BENEFITS

<u>BENEFITS</u>	<u>FULL TIME</u>
Medical Insurance:	100%
Dental Insurance:	83%
Vision Insurance:	50%
Life Insurance:	50%
Paid Sick Leave:	67%
Paid Vacation:	100%
Retirement Plan:	50%
Child Care:	17%

## PRINCIPAL EMPLOYING INDUSTRIES

<u>INDUSTRY</u>	<u>PERCENT</u>	<u>SIC</u>
<i><b>San Benito County:</b></i>		
Explosives	100%	2892
Industrial Machinery	**	3599
Relays and Industrial Control	**	3625
Engineering Services	**	8711
**NOTE: Preliminary data for San Benito County listed only the one principal employing industry, however, some of the industries responding to the survey included the other three		
<i><b>Santa Clara County:</b></i>		
Engineering Services	11.4%	8711
Special Industry Machinery	9.2%	3559

\*Principal Employing Industry projections are not available for the area surveyed.

## SUPPLY & DEMAND

*Some* employers report it is *somewhat difficult* to find fully experienced and qualified applicants, and *most* employers report it is *somewhat difficult* to find inexperienced applicants who meet their hiring standards.

*Many* employers (50%) reported that this occupation had *remained stable* over the past year while *many* other employers (50%) reported *growth*. New positions created account for *most* of the new job opportunities available in the past year.

*Almost all* of the employers surveyed (83%) anticipate *growth* in this occupation over the next three years.

## HIRING & PROMOTING

Employers reported using the following methods for recruiting employees:

- *Almost all* employers use employee referrals.
- *Many* employers recruit via newspaper ads
- *Some* hire unsolicited applicants or from internet resumes.

*Many* employers recently surveyed promote Mechanical Engineers to higher level positions such as:

- Engineering Department Manager

## EMPLOYER REPORTED GROWTH

*Size and growth projections are not available for the area surveyed. See Appendix A for San Benito County projections. The following information was gathered from the employers responding to the survey:*

Total firms responding to the survey:	6	
Employees in this occupation from firms surveyed:	29	
	<b>Reported (1997)</b>	<b>Projected (1997-2000)</b>
Firms Reporting Growth	50%	83%
Employees in this occupation from firms reporting growth	55%	90%

## EDUCATION, TRAINING & EXPERIENCE

*All* recently hired Mechanical Engineers have a Bachelor's degree.

*Many* of the employers recently surveyed *usually* require previous work experience and *many* employers are *sometimes* willing to substitute training for work experience.

Employers look for an average of 1 to 5 years prior related work experience as a designer, drafter, maintenance management, or in mechanical engineering.

## TRAINING PROVIDERS

- Information is unavailable

## OTHER INFORMATION

California Occupational Guide No.: 5

Screening Methods: None given

## SALESPERSON- RETAIL (EXCEPT VEHICLE SALES)

(OES: 490112)

*Retail Salespersons sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Please do not include workers who work primarily as Cashiers.*

### W A G E I N F O R M A T I O N

	<u>Range</u>	<u>Median</u>
Entry Level Experience:	\$4.75* - \$11.27	\$6.00
Experienced/New to the Firm:	\$4.75* - \$12.95	\$7.00
3+ Yrs. Experience with Firm:	\$6.50 - \$15.34	\$8.25

\* NOTE: Wage reflected is the wage paid prior to the September minimum wage increase.

### W O R K P A T T E R N S

**Most** Salespersons Retail (except Vehicle Sales) work part time averaging **22 hours** per week.

### O C C U P A T I O N A L S K I L L S

#### BASIC SKILLS

**Very Important:** Oral communication skills; ability to read and follow instructions; ability to work as part of a team; attention to detail; and ability to lift at least 10 lbs.

**Important:** Basic math skills; ability to work independently; ability to stand continuously for two or more hours.

#### JOB SPECIFIC SKILLS

**Very Important:** Ability to apply sales techniques; customer service skills; and good grooming skills.

**Important:** Ability to operate a cash register and make change.

#### COMPUTER SKILLS

**Most** employers recently surveyed sought word processing skills. **Many** also sought familiarity with spreadsheet software and basic computer skills or knowledge.

### F R I N G E B E N E F I T S

<u>BENEFITS</u>	<u>FULL TIME</u>	<u>PART TIME</u>
Medical Insurance:	100%	0%
Dental Insurance:	100%	0%
Vision Insurance:	75%	0%
Life Insurance:	42%	0%
Paid Sick Leave:	92%	8%
Paid Vacation:	100%	8%
Retirement Plan:	50%	0%
Child Care:	0%	0%

### P R I N C I P A L E M P L O Y I N G I N D U S T R I E S

<u>INDUSTRY</u>	<u>PERCENT</u>	<u>SIC</u>
<b><i>San Benito County:</i></b>		
Drug Stores	4.6%	5912
Furniture Stores	6.6%	5712
Grocery Stores	8.0%	5411
Misc. Retail	4.9%	5999
<b><i>Santa Clara County:</i></b>		
Department Stores	22.1%	5311
Family Clothing Stores	8.7%	5651

\*Principal Employing Industry projections are not available for the area surveyed.



## SALESPERSON- RETAIL (EXCEPT VEHICLE SALES)

### SUPPLY & DEMAND

*Some* of the employers recently surveyed report it is *a little difficult* to find fully experienced and qualified applicants, and *most* employers report it is *a little difficult* finding inexperienced job candidates. *Some* of the new job opportunities of the past year resulted from employees leaving, new positions that were created, temporary positions, or promotions.

*Most* of the employers recently surveyed (60%) experienced *growth* over the past year in this occupation, and also anticipate *growth* over the next three years. An increase in sales, better management teams and improved business were some of reasons given for the projected growth.

### HIRING & PROMOTING

Employers reported using the following methods for recruiting employees:

- *Almost all* employers use employee referrals.
- *Many* recruit via newspaper ads.

*Most* employers promote Salespersons - Retail (Except Vehicle Sales) to higher level positions, such as

- Shift Leader
- Floor Supervisor
- Senior Sales Representative
- Assistant Manager
- Manager
- District Manager

### EMPLOYER REPORTED GROWTH

*Size and growth projections are not available for the area surveyed. See Appendix A for San Benito County projections. The following information was gathered from the employers responding to the survey:*

Total firms responding to the survey:	15	
Employees in this occupation from firms surveyed:	254	
	<b>Reported (1997)</b>	<b>Projected (1997-2000)</b>
Firms Reporting Growth	60%	60%
Employees in this occupation from firms reporting growth	57%	81%

### EDUCATION, TRAINING & EXPERIENCE

*Most* recently hired Salespersons - Retail (Except Vehicle Sales) have a high school diploma or its equivalent, while *a few* have some college but no degree.

*Some* employers either *sometimes* or *always* require previous work experience, however, *many* employers *never* require previous experience. *Most* employers recently surveyed are *sometimes* willing to substitute training for work experience. Employers desiring prior work experience look for an average of one year experience in retail or sales.

Salespersons - Retail (Except Vehicle Sales) may be trained on the job.

### TRAINING PROVIDERS

- Mission Trails
- Santa Clara County ROP- South

### OTHER INFORMATION

California Occupational Guide No.: 536

Screening Devices: Drug testing, DMV checks, Police background checks and reference checks.

## TEACHERS- ELEMENTARY SCHOOL

(OES: 313050)

*Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. Please do not include special education teachers who teach only handicapped pupils.*

### W A G E I N F O R M A T I O N

	<u>Union</u>		<u>Non-union</u>	
	<u>Range</u>	<u>Median</u>	<u>Range</u>	<u>Median</u>
<b>Entry Level/No Experience:</b>	\$10.74-\$14.95	\$13.80	\$6.00-\$15.44	\$11.71
<b>Experienced/New to the Firm:</b>	\$11.51-\$15.89	\$14.12	\$8.00-\$16.15	\$12.47
<b>3+ Yrs. Experience with Firm:</b>	\$12.66-\$18.08	\$15.22	\$9.27-\$21.92	\$14.25

### W O R K P A T T E R N S

*Almost all* elementary school teachers work full time averaging **40 hours** per week.

### O C C U P A T I O N A L S K I L L S

#### BASIC SKILLS

**Very Important:** Basic and advanced math skills; writing and oral communication skills; ability to read and follow instructions; English grammar and spelling skills; ability to work independently and as part of a team; ability to work under pressure; and attention to detail.

**Important:** Keyboarding skills.

#### JOB SPECIFIC SKILLS

**Very Important:** Classroom management skills; ability to administer emergency first aid; possession of a state teachers certificate; possession of a clean police record; understanding of a variety of cultures; and the ability to exercise patience.

**Other Skills and qualifications:** Creativity; dedication; bilingual; reading instruction; and the ability to teach several grade levels in a small school and Spanish speaking.

#### COMPUTER SKILLS

**Most** employers recently surveyed sought word processing skills; as well as educational and teaching software skills; and the ability to provide computer instruction.

### F R I N G E B E N E F I T S

<u>BENEFITS</u>	<u>FULL TIME</u>
Medical Insurance:	100%
Dental Insurance:	73%
Vision Insurance:	40%
Life Insurance:	13%
Paid Sick Leave:	100%
Paid Vacation:	33%
Retirement Plan:	20%
Child Care:	0%

### P R I N C I P A L E M P L O Y I N G I N D U S T R I E S

<u>INDUSTRY</u>	<u>PERCENT</u> <u>SIC</u>	
<i>San Benito County:</i>		
Elementary and Secondary Schools	100%	8211
<i>Santa Clara County:</i>		
Elementary and Secondary Schools	92.8%	8211
Religious Organizations	5.1%	8661

\*Principal Employing Industry projections are not available for the area surveyed.

# TEACHERS- ELEMENTARY SCHOOL

## SUPPLY & DEMAND

**Most** employers report it is *somewhat difficult* to find fully experienced and qualified applicants while say it is *somewhat difficult* to find inexperienced applicants who meet their hiring standards.

**Many** of the employers reported *growth* in this occupation over the past year, with **many** of the job opportunities resulting from new positions that were created. **Many** others were the result of employees leaving.

**Many** of the employers recently surveyed are divided on whether this occupation will *grow* (47%) or *remain stable* (53%) over the next 3 years.

## HIRING & PROMOTING

Employers reported using the following methods for recruiting employees:

- **Almost all** employers recruit via newspaper ads.
- **A few** employers use employee referrals, public and private schools, or program referrals.

In addition, **many** employers use university flyers, career centers, county offices of education, colleges, and Christian colleges.

While **most** employers reported that they do not promote elementary school teachers to higher level positions, **some** of them do to positions such as:

- Director
- Staff Teacher
- Principal
- Administrator (with credentials)

## EMPLOYER REPORTED GROWTH

*Size and growth projections are not available for the area surveyed. See Appendix A for San Benito County projections. The following information was gathered from the employers responding to the survey:*

Total firms responding to the survey:	15	
Employees in this occupation from firms surveyed:	458	
	<b>Reported (1997)</b>	<b>Projected (1997-2000)</b>
Firms Reporting Growth	53%	47%
Employees in this occupation from firms reporting growth	89%	90%

## EDUCATION, TRAINING & EXPERIENCE

**Almost all** recently hired Elementary School Teachers have a Bachelor's degree, and **a few** have completed a graduate study.

**Many** employers **always** require previous work experience with anywhere from one to five years experience in the teaching field.

**Some** employers (33%) are *sometimes* willing to substitute training for work experience provided that minimum educational requirements have already been met, and **some** (33%) are *never* willing to substitute training.

## TRAINING PROVIDERS

- Information is unavailable

## OTHER INFORMATION

California Occupational Guide No.: 10

Screening Methods: Drug testing, DMV checks, Police record background checks, medical physicals, reading, math aptitude assessment testing, fingerprints, FBI criminal records, reference checks, and TB tests.

# TRUCK DRIVERS- HEAVY OR TRACTOR TRAILER

(OES: 971020)

*Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.*



## WAGE INFORMATION

	<u>Range*</u>	<u>Median</u>
Entry Level Experience:	\$ 5.27 - \$12.00	\$ 8.50
Experienced/New to the Firm:	\$ 7.00 - \$17.00	\$12.00
3+ Yrs. Experience with Firm:	\$10.00 - \$23.01	\$15.00

\* NOTE: Many truck drivers are paid a percentage of the value of the load being carried, or paid on a per trip basis.

## WORK PATTERNS

**Most** Truck Drivers - Heavy or Tractor Trailer work full time averaging **44 hours** per week. **Some** work seasonal from May through November and average **60 hours** per week.

## OCCUPATIONAL SKILLS

### BASIC SKILLS

**Very Important:** Ability to work independently; and attention to detail.  
**Important:** Writing skills; oral communication skills; ability to read and follow instructions; English grammar and spelling skills; ability to work as part of a team; and ability to sit continuously for 2 or more hours.

### JOB SPECIFIC SKILLS

**Very Important:** Ability to read invoices; ability to meet ICC requirements; map reading skills; possession of a valid Class A driver's license; and possession of a good DMV driving record.  
**Important:** Record keeping skills; ability to drive trucks long distances; possession of a valid Class B driver's license; and ability to pass a pre-employment medical examination.

## FRINGE BENEFITS

<u>BENEFITS</u>	<u>FULL TIME</u>
Medical Insurance:	100%
Dental Insurance:	53%
Vision Insurance:	20%
Life Insurance:	20%
Paid Sick Leave:	13%
Paid Vacation:	53%
Retirement Plan:	13%
Child Care:	0%

## PRINCIPAL EMPLOYING INDUSTRIES

<u>INDUSTRY</u>	<u>PERCENT</u>	<u>SIC</u>
<b><i>San Benito County:</i></b>		
Trucking, Except Local	19.2%	4213
Local Trucking, without Storage	17.1%	4212
Ready-Mixed Concrete	9.8%	3273
<b><i>Santa Clara County:</i></b>		
Trucking, Except Local	29.3%	4213
Local Trucking, without Storage	15.9%	4212

\*Principal Employing Industry projections are not available for the area surveyed.

# TRUCK DRIVERS- HEAVY OR TRACTOR TRAILER

## SUPPLY & DEMAND

*Many* of the employers recently surveyed report it is **somewhat difficult** to find fully experienced and qualified applicants, as well as **somewhat difficult** to find inexperienced applicants who meet their hiring standards.

*Many* employers report that this occupation **remained stable** over the past year, while *some* employers experienced **growth**. *Many* of the new job opportunities available in the past year were from new positions created as well as employees leaving.

*Many* of the employers surveyed (50%) are anticipating **growth** in this occupation and *many* others (50%) anticipate this occupation will **remain stable** over the next three years.

## HIRING & PROMOTING

Employers reported using the following methods for recruiting employees:

- *Most* employers use employee referrals.
- *Many* employers recruit via newspaper ads.
- *Some* employers hire unsolicited applicants, or recruit through in-house promotion or transfer, Employment Development Department, job fairs, pipeline referrals, and word of mouth.

*Most* employers recently surveyed do not promote Truck Drivers - Heavy or Tractor Trailer to higher level positions, however, *some* do promote to positions such as

- Dispatcher
- Route Supervisor.

## EMPLOYER REPORTED GROWTH

*Size and growth projections are not available for the area surveyed. See Appendix A for San Benito County projections. The following information was gathered from the employers responding to the survey:*

Total firms responding to the survey:	16	
Employees in this occupation from firms surveyed:	168	
	Reported (1997)	Projected (1997-2000)
Firms Reporting Growth	38%	50%
Employees in this occupation from firms reporting growth	77%	80%

## EDUCATION, TRAINING & EXPERIENCE

*Almost all* recently hired Truck Drivers - Heavy or Tractor Trailer have a high school or equivalent level of education.

*Almost all* employers **always** require previous work experience, and *many* employers **never** substitute training for work experience. Employers look for an average of one to two years prior related work experience in areas such as: a transfer driver, dirt driver, semi-end dump driver, hazardous materials endorsement, class A driver's license certificate, driving a refrigeration trailer, or tanker experience.

## TRAINING PROVIDERS

- Information is unavailable

## OTHER INFORMATION

California Occupational Guide No.: 255

Screening Methods: Drug testing, DMV checks, Police Record background checks, Medical Physicals, and DOT exam.

## WAITERS AND WAITRESSES

(OES: 650080)

*Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as at tables. Please do not include workers who only work at counters.*

### W A G E I N F O R M A T I O N

	<u>Range</u>	<u>Median</u>
<b>Entry Level Experience:</b>	\$4.75* - \$5.25	\$5.00
<b>Experienced/New to the Firm:</b>	\$4.75* - \$5.25	\$5.00
<b>3+ Yrs. Experience with Firm:</b>	\$4.75* - \$7.00	\$5.15

\*NOTE: Wage reflected is the wage paid prior to the September Minimum Wage increase, and does not reflect tips paid.

### W O R K P A T T E R N S

**Most** Waiters and Waitresses work part time averaging **20 hours** per week.  
**Many** work full time at **39 hours** a week.

### O C C U P A T I O N A L S K I L L S

#### BASIC SKILLS

**Very Important:** Basic math skills; oral communication skills; ability to read and follow instructions; ability to work independently as well as part of a team; ability to work under pressure; attention to detail; ability to stand continuously for 2 or more hours; and ability to lift at least 10 pounds.

#### JOB SPECIFIC SKILLS

**Very Important:** Cash handling skills; good grooming skills; ability to work under pressure; customer service skills; and ability to follow oral instructions.

**Important:** Ability to operate a cash register; willingness to work with close supervision; and ability to write legibly.

### F R I N G E B E N E F I T S

<u>BENEFITS</u>	<u>FULL* TIME</u>
Medical Insurance:	100%
Dental Insurance:	100%
Vision Insurance:	60%
Life Insurance:	20%
Paid Sick Leave:	40%
Paid Vacation:	60%
Retirement Plan:	0%
Child Care:	0%

\*Survey results indicated benefits were not paid to part time waiters and waitresses.

### P R I N C I P A L E M P L O Y I N G I N D U S T R I E S

<u>INDUSTRY</u>	<u>PERCENT</u>	<u>SIC</u>
<b><i>San Benito County:</i></b>		
Eating Places	88.4%	5812
Public Golf Courses	7.2%	7992
<b><i>Santa Clara County:</i></b>		
Eating Places	88.3%	5812

\*Principal Employing Industry projections are not available for the area surveyed.

## SUPPLY & DEMAND

*Some* employers report it to be *somewhat difficult* to find fully experienced and qualified applicants as well as *somewhat difficult* to find inexperienced applicants who meet their hiring standards.

*Most* of the employers recently surveyed reported this occupation had *remained stable* over the past year, with employee turnover accounting for *most* of the new job opportunities that were available.

*Many* of the employers surveyed (53%) expect this occupation to *grow* while *many* other employers (47%) see the occupation *remaining stable* over the next 3 years.

## HIRING & PROMOTING

Employers reported using the following methods for recruiting employees.

- *Most* employers use employee referrals.
- *Many* employers recruit via newspaper ads.
- *Some* also hire unsolicited applicants or do in-house promotions or transfers.

*Most* of the employers that were recently surveyed do promote Waiters and Waitresses to higher level positions such as:

- From slower shifts to busier shifts
- Waitress to Hostess
- Assistant Manager
- Shift Leader/Manager
- Service Trainer
- Head Waiter/Waitress
- Supervisor
- Certified Trainer

## EMPLOYER REPORTED GROWTH

*Size and growth projections are not available for the area surveyed. See Appendix A for San Benito County projections. The following information was gathered from the employers responding to the survey:*

Total firms responding to the survey:	15	
Employees in this occupation from firms surveyed:	206	
	<b>Reported (1997)</b>	<b>Projected (1997-2000)</b>
Firms Reporting Growth	33%	53%
Employees in this occupation from firms reporting growth	50%	48%

## EDUCATION, TRAINING & EXPERIENCE

*Most* recently hired Waiters and Waitresses have a high school or equivalent level of education, while *some* have some college but no degree.

*Many* employers *sometimes* require previous work experience and are *sometimes* willing to substitute training for work experience. Employers *sometimes* look for an average of two to twelve months previous experience as a waitress, food server, busser or bartender.

Waiters and Waitresses may be trained on the job.

## TRAINING PROVIDERS

- Mission Trails
- Santa Clara County ROP- South

## OTHER INFORMATION

California Occupational Guide No.: 42

Screening Devices: Drug testing

# WELDERS AND CUTTERS

(OES: 939140)

*Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.*



## WAGE INFORMATION

	<u>Range</u>	<u>Median</u>
Entry Level Experience:	\$4.75* - \$8.50	\$7.00
Experienced/New to the Firm:	\$7.50 - \$19.00	\$13.00
3+ Yrs. Experience with Firm:	\$10.00 - \$21.71	\$16.00

\*NOTE: Wage reflected is the wage paid prior to the September minimum wage increase.

## WORK PATTERNS

*Almost all* Welders and Cutters work full time averaging **41 hours** per week.

## OCCUPATIONAL SKILLS

### BASIC SKILLS

**Very Important:** Basic math skills; oral communication skills; ability to read and follow instructions; ability to work independently; ability to work as part of a team; ability to work under pressure; attention to detail; ability to lift at least 50 lbs.; and ability to stand continuously for 2 or more hours.  
**Important:** Ability to do strenuous; physically demanding work.

### JOB SPECIFIC SKILLS

**Very Important:** Ability to read working drawings; arc welding skills; gas welding skills; ability to use precision tools; ability to pass a work performance test; and possession of mechanical aptitude.

**Important:** Ability to operate inspection equipment; ability to read blueprints; certified structural welder; and the ability to work in awkward positions.

**New Skills:** Computers and robotics, hi-purity welding; advanced welding techniques; occupational specific software; computerized frame software and possibly laser welding in the future were some of the new skills for this occupation mentioned by surveyed employers.

## FRINGE BENEFITS

<u>BENEFITS</u>	<u>FULL TIME</u>
Medical Insurance:	92%
Dental Insurance:	58%
Vision Insurance:	25%
Life Insurance:	33%
Paid Sick Leave:	17%
Paid Vacation:	92%
Retirement Plan:	17%
Child Care:	0%

## PRINCIPAL EMPLOYING INDUSTRIES

<u>INDUSTRY</u>	<u>PERCENT</u>	<u>SIC</u>
<i>San Benito County:</i>		
Prefabricated Metal Bldgs.	28.6%	3448
<i>Santa Clara County:</i>		
Tank and Tank Components	11.8%	3795
Industrial Machinery NEC	9.4%	3599
Help Supply Services	8.6%	7363

\*Principal Employing Industry projections are not available for the area surveyed.



## SUPPLY & DEMAND

*Many* employers report it is *somewhat difficult* to find fully experienced and qualified applicants, and also *somewhat difficult* to find inexperienced applicants who meet their hiring standards.

*Most* employers (67%) reported that this occupation had *remained stable* over the past year, while *some* (27%) employers reported *growth*. Employees leaving and new positions help account for *some* of the new job opportunities that were available this last year.

*Many* of the employers surveyed (50%) anticipate this occupation *growing* while just as *many* of the employers (50%) are expecting the occupation to *remain stable* over the next three years.

## HIRING & PROMOTING

Employers reported using the following methods for recruiting employees:

- *Almost all* employers use employee referrals.
- *Most* employers recruit via newspaper ads.
- *Some* employers used the Employment Development Department.

*Some* employers recently surveyed promote Welders and Cutters to higher level positions such as:

- Lead & Production Worker
- Field Crew Supervisor
- Frame Repairer

However, *most* employers do not promote in this occupation.

## EMPLOYER REPORTED GROWTH

*Size and growth projections are not available for the area surveyed. See Appendix A for San Benito County projections. The following information was gathered from the employers responding to the survey:*

Total firms responding to the survey:	15	
Employees in this occupation from firms surveyed:	84	
	<b>Reported (1997)</b>	<b>Projected (1997-2000)</b>
Firms Reporting Growth	27%	50%
Employees in this occupation from firms reporting growth	39%	59%

## EDUCATION, TRAINING & EXPERIENCE

*Almost all* recently hired Welders and Cutters have a high school or equivalent level of education.

*Most* employers *always* require previous work experience.

*Many* employers surveyed are *sometimes* willing to substitute training for work experience. From 1 to 6 years prior work experience as a welder, equipment fabricator, cannery mechanic, doing body work, restoration repair or work with show cars was sought.

## TRAINING PROVIDERS

- Cabrillo College
- Hartnell College
- Santa Clara County ROP- South

## OTHER INFORMATION

California Occupational Guide No.: 84

Screening Methods: DMV Checks; reading, math, aptitude assessment testing; Welding test; and reading blue prints.



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**GENERAL INFORMATION:**

School Type:	Community College
Financial Assistance Available?	Yes
Type of Financial Aid Available:	Federal Pell Grant, California Community Colleges Board of Governors Waiver (BOGW), Federal Supplemental Education Opportunity Grant (SEOG), Extended Opportunity Program and Services (EOPS), Cal Grants, Federal Stafford Loans, Federal Work Study (FWS), Fast Tracks
* (Based on Pages 33-34)	
Vocational Assessment?	Yes
Guidance Counseling?	Yes
Job Placement Assistance?	Yes
Special Services Offered:	Provisions of Child Care, ESL, Work Experience, Disabled Students Program and Services (DSPS), EOPS, Tutorial Services, Fast Tracks, Career Planning
* (Based on Pages 33-34)	
* Cabrillo College Catalog	

**PROGRAMS OFFERED:**

***Achieve***

Occupational Objective:	General Office Clerk, Office Assistant/Data Entry Clerk, Receptionist
Program Location:	Watsonville Center
Proximity to Public Transportation:	Bus directly to and from the Watsonville Center
Average Time to Complete Program:	Certificate- 12-22 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	18 years or older, or permission of HS Principal
Classes Offered During:	Refer to class schedule
Target Population:	Adult, High School

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**PROGRAMS OFFERED :*****Accounting/ Finance***

Occupational Objective:	Bookkeeper, Account Clerk
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 30 units, A.S.- 60 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. Degree
Prerequisites, Requirements or Waiting Lists:	18 years or older, or permission of HS Principal
Classes Offered During:	Refer to class schedule
Target Population:	Adult, High School

***Archaeological Technology***

Occupational Objective:	Archaeological Technician, Geographic Information Specialist
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 31 units + supervised work experience, A.S.- 60 units, plus 1 summer session
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. Degree
Prerequisites, Requirements or Waiting Lists:	18 years or older, or permission of HS Principal
Classes Offered During:	Refer to class schedule
Target Population:	Adult

**Business:*****General Business***

Occupational Objective:	Positions in business and government
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 30 units, A.S. 45 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/ unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. Degree, A.A. Degree for transfer
Prerequisites, Requirements or Waiting Lists:	18 years or older, or permission of HS Principal
Classes Offered During:	Refer to class schedule
Target Population:	Adult

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**PROGRAMS OFFERED:**

**Business (cont.):**

***Small Business***

Occupational Objective:	Financial Planner
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate 22-35 units, A.S.- 60 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. Degree
Prerequisites, Requirements or Waiting Lists:	18 years or older, or permission of HS Principal
Classes Offered During:	Refer to class schedule
Target Population:	Adult, High School

***Computer Applications and Office Systems***

Occupational Objective:	Account Clerk, Administrative Assistant, Bookkeeper, Office Assistant
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 30-41 units, A.S.- 60 units
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. Degree
Prerequisites, Requirements or Waiting Lists:	18 years or older, or permission of HS Principal
Classes Offered During:	Refer to class schedule
Target Population:	Adult, High School

**Computer and Informational Science:**

***Desktop Publishing and Multimedia***

Occupational Objective:	Graphic Designer, Web Designer
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate 30 units, A.S.- 60 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$1,100.00
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. Degree
Prerequisites, Requirements or Waiting Lists:	18 years or older, or permission of HS Principal
Classes Offered During:	Refer to class schedule
Target Population:	Adult, High School

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**Computer and Informational Science (Cont.):**

***Microcomputer Management***

Occupational Objective:	Computer Operator, Technician, Programmer, Network Administrator
Customer Support Engineer	
Program Location:	Same as above
Proximity to Public Transportation:	Bus Directly to and from campus
Average Time to Complete Program:	Certificate- 39.5 units, A.S.- 60 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. Degree
Prerequisites, Requirements or Waiting Lists:	18 years or older, or permission of HS Principal
Classes Offered During:	Refer to class schedule
Target Population:	Adult

***Construction and Energy Management***

Occupational Objective:	Construction Managers, Site Superintendents, Cost Estimators, Building Contractors, Building Inspectors, Facilities Managers
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 30 units, A.S.- 60 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. Degree
Prerequisites, Requirements or Waiting Lists:	18 years or older, or permission of HS Principal
Classes Offered During:	Refer to class schedule
Target Population:	Adult, High School

***Culinary Arts and Hospitality Management***

Occupational Objective:	Restaurant Mgt., Host/Hostess, Sales Representative, Cook, Baker, Food Service Manager, Line Chef
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 30 units, A.S.- 60 units
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S.
Prerequisites, Requirements or Waiting Lists:	18 years or older, or permission of HS Principal
Classes Offered During:	Refer to class schedule
Target Population:	Adult, High School

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**PROGRAMS OFFERED:**

***Dental Hygiene Program***

Occupational Objective:	Dental Hygienist
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	A.S.- 102-104 units + prerequisites (1.5- 2 years)
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$5,000.00
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	A.S. Degree and eligibility for licensing examination
Prerequisites, Requirements or Waiting Lists:	Chemistry, Anatomy, Physiology, Microbiology, English Psychology
Classes Offered During:	Refer to class schedule
Target Population:	Adult

***Dietary Service/ Supervisor***

Occupational Objective:	Dietary Service/ Supervisor, Institutional Cook
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 16 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	18 years or older, or permission of HS Principal
Classes Offered During:	Refer to class schedule
Target Population:	Adult

***Drafting Technology***

Occupational Objective:	Draftsperson, CAD Operator, Computer Animation Creator
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate 30 units, A.S.- 60 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. Degree
Prerequisites, Requirements or Waiting Lists:	18 years or older, or permission of HS Principal
Classes Offered During:	Refer to class schedule
Target Population:	Adult, High School

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**PROGRAMS OFFERED :*****Early Childhood Education***

Occupational Objective:	Preschool Teacher, Child Care Worker
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 37 units, A.S.- 60 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. Degree
Prerequisites, Requirements or Waiting Lists:	18 years or older, or permission of HS Principal
Classes Offered During:	Refer to class schedule
Target Population:	Adult, High School

***Horticulture: Landscape Horticulture, Vocational Gardening***

Occupational Objective:	Vocational Gardener, Landscape Horticulturist, Greenhouse Design and Manager, Landscape Designer
Program Location:	Same as above
Proximity to Public Transportation:	Bus Directly to and from campus
Average Time to Complete Program:	Certificate- 33 units, A.S.- 60 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. Degree
Prerequisites, Requirements or Waiting Lists:	18 years or older, or permission of HS Principal
Classes Offered During:	Refer to class schedule
Target Population:	Adult

***Journalism***

Occupational Objective:	Journalist, Freelance Writer, Photo Journalist, Newspaper Layout
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate 33 units, A.A./A.S.- 60 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.A./A.S.
Prerequisites, Requirements or Waiting Lists:	18 years or older, or permission of HS Principal
Classes Offered During:	Refer to class schedule
Target Population:	Adult, High School



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**PROGRAMS OFFERED:**

***Medical Assistant***

Occupational Objective:	Medical Assistant: Administrative/Clinical
Program Location:	Same as above
Proximity to Public Transportation:	Bus Directly to and from campus
Average Time to Complete Program:	Certificate- 33.5-35.5 units, A.S.- 60 units
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$1,100.00
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. Degree
Prerequisites, Requirements or Waiting Lists:	18 years or older, or permission of HS Principal
Classes Offered During:	Refer to class schedule
Target Population:	Adult, High School

***Medical Insurance Specialist***

Occupational Objective:	Benefits Clerk, Insurance Billing, Eligibility Worker, Claims, Coding
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 30 units, A.S.- 60 units
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$1,100.00
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. Degree
Prerequisites, Requirements or Waiting Lists:	18 years or older, or permission of HS Principal
Classes Offered During:	Refer to class schedule
Target Population:	Adult, High School

***Medical Transcription***

Occupational Objective:	Medical Transcriber, Typist Clerk, including Word Processing
Program Location:	Same as above
Proximity to Public Transportation:	Bus Directly to and from campus
Average Time to Complete Program:	Certificate- 8.5 months, A.S.- 2 years
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$1,100.00
Training Cost Covers:	Registration Fees, Tuition, Books
Received Upon Program Completion:	Certificate, A.S. Degree
Prerequisites, Requirements or Waiting Lists:	18 years or older, or permission of HS Principal
Classes Offered During:	Refer to class schedule
Target Population:	Adult, High School

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**PROGRAMS OFFERED:**

**Nursing:**

***Associate Degree Nursing***

Occupational Objective:	Registered Nurse (Acute Care/Clinic)
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	A.S.-74 3/4 units
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$3000.00
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	A.S. Degree
Prerequisites, Requirements or Waiting Lists:	18 years or older. Prerequisites: Anatomy, Physiology, English 1A, Math Competency Satisfied eligibility for Microbiology, ALH 100 for Fall 1998; separate application process.
Classes Offered During:	Refer to class schedule
Target Population:	Adult

***Vocational Nursing***

Occupational Objective:	Licensed Vocational Nurse
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate 55.5 units
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$2000.00
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S.
Prerequisites, Requirements or Waiting Lists:	18 years or older. See class schedule for list of courses; separate application process.
Classes Offered During:	Refer to class schedule
Target Population:	Adult

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**PROGRAMS OFFERED:**

***Public Safety:***

***Criminal Justice***

Occupational Objective:	Deputy Sheriff, Police Officer, Highway Patrol Officer, Private Industrial Security Officer, Reserve Officer
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	2 years, plus 1 summer (half- time)
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$2000.00
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S.
Prerequisites, Requirements or Waiting Lists:	18 years or older, or permission of HS Principal
Classes Offered During:	Refer to class schedule
Target Population:	Adult, High School

***Fire Protection Technology***

Occupational Objective:	Fire Fighter, Fire Inspector, Fire Protection Engineering, Education, Public Fire Service
Program Location:	Same as above
Proximity to Public Transportation:	Bus Directly to and from campus
Average Time to Complete Program:	Certificate- 42 units, A.S.- 60 units
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$1,500.00
Training Cost Covers:	Registration Fees, Tuition, Books
Received Upon Program Completion:	Certificate, A.S. Degree
Prerequisites, Requirements or Waiting Lists:	18 years or older, or permission of HS Principal
Classes Offered During:	Refer to class schedule
Target Population:	Adult, High School

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**PROGRAMS OFFERED :*****Radiologic Technology***

Occupational Objective:	Radiological Technologist
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	A.S.- 97 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00 unit + books, uniforms, test fees. etc.
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	A.S. Degree
Prerequisites, Requirements or Waiting Lists:	18 years or older, separate selection process
Classes Offered During:	Refer to class schedule
Target Population:	Adult

***Real Estate***

Occupational Objective:	Real Estate Agent, Broker, Appraiser, Property Manager, Loan Officer, Real Estate Office Mgr.
Program Location:	Same as above
Proximity to Public Transportation:	Bus Directly to and from campus
Average Time to Complete Program:	Certificate- 33 units, A.S.- 60 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13/ unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. Degree
Prerequisites, Requirements or Waiting Lists:	18 years or older, or permission of HS Principal
Classes Offered During:	Refer to class schedule
Target Population:	Adult, High School

## Gavilan College

5055 Santa Teresa Boulevard, Gilroy, CA 95020

Phone: (408) 847-1400

### GENERAL INFORMATION:

School Type:	Community College
Financial Assistance Available?	Yes
Type of Financial Aid Available:	Pell, California Community Colleges Board of Governors (B.O.G)
Vocational Assessment?	Yes
Guidance Counseling?	Yes
Job Placement Assistance?	Yes
Special Services Offered:	Provisions of Child Care, E.S.L Classes, Programs for Individuals with Disabilities, EOPS

### PROGRAMS OFFERED:

#### *Accounting*

Occupational Objective:	Accts. Receivable/Payable, General Ledger, General Office & Payroll Accounting
Program Location:	Same as above
Proximity to Public Transportation:	Bus Directly to and from campus
Average Time to Complete Program:	Certificate- 24.5-30.5 units
Program Open Entry / Open Exit:	No- Fall or Spring enrollment
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	Accounting 20 before Accounting 21
Classes Offered During:	Day, Evening
Target Population:	Adult

#### *Administration or Justice*

Occupational Objective:	Private and Public Agencies and Corrections Systems
Program Location:	Same as above
Proximity to Public Transportation:	Bus Directly to and from campus
Average Time to Complete Program:	Certificate- 18 units, A.A. - 60 units
Program Open Entry / Open Exit:	No- Fall or Spring enrollment
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate. A.A. degree
Prerequisites, Requirements or Waiting Lists:	No
Classes Offered During:	Day, Evening, Weekend
Target Population:	Adult

**Gavilan College**

5055 Santa Teresa Boulevard, Gilroy, CA 95020

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**PROGRAMS OFFERED:*****Auto Collision Repair Technology***

Occupational Objective:	Auto Collision Repair, Auto Painter, Service Writer, Body Shop Helper
Program Location:	Same as above
Proximity to Public Transportation:	Bus Directly to and from campus
Average Time to Complete Program:	36 units
Program Open Entry / Open Exit:	No- Fall or Spring enrollment
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	No
Classes Offered During:	Day, Evening
Target Population:	Adult, High School

***Auto Mechanics Technology***

Occupational Objective:	Auto Mechanic Helper, Service Station Attendant, Auto Parts Clerk
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	35 units
Program Open Entry / Open Exit:	No- Fall or Spring enrollment
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	No
Classes Offered During:	Day
Target Population:	Adult

***Aviation***

Occupational Objective:	Aviation Powerplant Technologist, Aviation Specialist
Program Location:	Hollister Airport
Proximity to Public Transportation:	Hollister transit only
Average Time to Complete Program:	Certificate- 70 units, A.A.- 109 units
Program Open Entry / Open Exit:	No- Fall or Spring enrollment
Approximate Cost to Complete Program	\$13.00/unit + tools
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.A. degree
Prerequisites, Requirements or Waiting Lists:	Basic hand tools required
Classes Offered During:	Day
Target Population:	Adult

## Gavilan College

5055 Santa Teresa Boulevard, Gilroy, CA 95020

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### PROGRAMS OFFERED:

#### ***Aviation Maintenance Technology***

Occupational Objective:	Aircraft Mechanic/Service, Airframe specialist, Repair Sales Aircraft Accessories
Program Location:	Hollister airport
Proximity to Public Transportation:	Hollister transit only
Average Time to Complete Program:	36 units
Program Open Entry / Open Exit:	No- Fall or Spring enrollment
Approximate Cost to Complete Program	\$13.00/unit + tools
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	No
Classes Offered During:	Day, Evening
Target Population:	Adult, High School

#### ***Business***

Occupational Objective:	Entry Level Positions
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 19 units, A.A.- 60 units
Program Open Entry / Open Exit:	No- Fall or Spring enrollment
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.A. degree
Prerequisites, Requirements or Waiting Lists:	No
Classes Offered During:	Day, Evening
Target Population:	Adult

#### ***Child Development/Early Childhood Education***

Occupational Objective:	Teacher Aide, Early Childhood Teacher
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 24 units, A.A.- 60 units
Program Open Entry / Open Exit:	No- Fall or Spring enrollment
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.A. degree
Prerequisites, Requirements or Waiting Lists:	Basic hand tools required
Classes Offered During:	Day, Evening
Target Population:	Adult

**Gavilan College**

5055 Santa Teresa Boulevard, Gilroy, CA 95020

Phone: (408) 847-1400

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**PROGRAMS OFFERED:*****Certified Nursing Assistant***

Occupational Objective:	Basic introduction to patient care in convalescent setting
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 7 1/2 units + 12 contact hours
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	English 205, 430A, clearance from the Health Dept., form 32583 before participating in a health facility
Classes Offered During:	Day
Target Population:	Adult

***Clinical Medical Assisting***

Occupational Objective:	Medical Assistant
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 12 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	English 205, 430A. Math 205
Classes Offered During:	Day
Target Population:	Adult

***Computer Graphic Design***

Occupational Objective:	Drafter, Designer
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 38 units, A.A.- 60 units
Program Open Entry / Open Exit:	No- Fall or Spring enrollment
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate. A.S. Degree
Prerequisites, Requirements or Waiting Lists:	No
Classes Offered During:	Day
Target Population:	Adult



## Gavilan College

5055 Santa Teresa Boulevard, Gilroy, CA 95020

Phone: (408) 847-1400

### PROGRAMS OFFERED:

#### *Computer Science and Information Systems*

Occupational Objective:	Entry Level Positions
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 20 units, A.A.- 60 units
Program Open Entry / Open Exit:	No- Fall or Spring enrollment
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.A. degree
Prerequisites, Requirements or Waiting Lists:	No
Classes Offered During:	Day, Evening
Target Population:	Adult

#### *Cosmetology*

Occupational Objective:	Beauty Culturist, Cosmetologist, Stylist, Manicurist, Cosmetician, Salon Manager
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 48 units, A.A.- 60 units
Program Open Entry / Open Exit:	No- Fall or Spring enrollment
Approximate Cost to Complete Program	\$13.00/unit + appr. \$400.00
Training Cost Covers:	Registration Fees, Tuition, uniform, cosmetology kit, mannequin
Received Upon Program Completion:	Certificate, A.A. degree
Prerequisites, Requirements or Waiting Lists:	Basic hand tools required
Classes Offered During:	Day Certificate- 19 units, A.A.- 60 units
Target Population:	Adult

#### *General Office*

Occupational Objective:	Entry level office positions
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	28.5-34.5 units
Program Open Entry / Open Exit:	No- Fall or Spring Enrollment
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate. A.S. Degree
Prerequisites, Requirements or Waiting Lists:	No
Classes Offered During:	Day, Evening
Target Population:	Adult

**Gavilan College**

5055 Santa Teresa Boulevard, Gilroy, CA 95020

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**PROGRAMS OFFERED:*****Home Health Aide***

Occupational Objective:	Home Health Care Aide
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 3 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	Allied Health 180 or equivalent
Classes Offered During:	Evening
Target Population:	Adult

***Industrial Technology***

Occupational Objective:	Industrial Technologist
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 29 units, A.A.- 60 units
Program Open Entry / Open Exit:	No- Fall or Spring enrollment
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition, Tools/Uniform/Supplies
Received Upon Program Completion:	Certificate, A.S. Degree
Prerequisites, Requirements or Waiting Lists:	No
Classes Offered During:	Day, Evening
Target Population:	Adult

***Information Processing***

Occupational Objective:	Word Processing Specialist, processing Assistant Supervisor, Administration Assistant
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	35-41 units
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	No
Classes Offered During:	Day, Evening
Target Population:	Adult

## Gavilan College

5055 Santa Teresa Boulevard, Gilroy, CA 95020

Phone: (408) 847-1400

### PROGRAMS OFFERED:

#### *Management*

Occupational Objective:	Entry level positions in mid-management training
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	29-35 units
Program Open Entry / Open Exit:	No- Fall or Spring enrollment
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate. A.S. Degree
Prerequisites, Requirements or Waiting Lists:	No
Classes Offered During:	Day
Target Population:	Adult

#### *Marketing*

Occupational Objective:	Entry level positions in marketing or related business areas
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	25-35 units
Program Open Entry / Open Exit:	No- Fall or Spring enrollment
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.A. degree
Prerequisites, Requirements or Waiting Lists:	No
Classes Offered During:	Day, Evening
Target Population:	Adult

#### *Medical Office*

Occupational Objective:	Medical Front Office, Medical Secretary
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	30.5-36.5 units
Program Open Entry / Open Exit:	No- Fall or Spring enrollment
Approximate Cost to Complete Program	\$13.00/unit + appr. \$400.00
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.A. degree
Prerequisites, Requirements or Waiting Lists:	Basic hand tools required
Classes Offered During:	Day Certificate- 19 units, A.A.- 60 units
Target Population:	Adult, High School

**Gavilan College**

5055 Santa Teresa Boulevard, Gilroy, CA 95020

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**PROGRAMS OFFERED:*****Microcomputer Applications***

Occupational Objective:	Entry level positions
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	23.5- 29.5 units
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	No
Classes Offered During:	Day, Evening
Target Population:	Adult

***Paralegal Studies***

Occupational Objective:	Legal Secretary, Paralegal
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 23 units, A.A.- 55 units + contact hours
Program Open Entry / Open Exit:	No- Fall or Spring and Summer enrollment
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate. A.A. Degree
Prerequisites, Requirements or Waiting Lists:	English 1A required for some courses
Classes Offered During:	Evening, Weekend
Target Population:	Adult

***Real Estate***

Occupational Objective:	Real Estate License
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	24-25 units
Program Open Entry / Open Exit:	No- Fall enrollment
Approximate Cost to Complete Program	\$13.00/unit + apprx. \$400.00
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.A. degree
Prerequisites, Requirements or Waiting Lists:	No
Classes Offered During:	Evening
Target Population:	Adult

## Gavilan College

5055 Santa Teresa Boulevard, Gilroy, CA 95020

Phone: (408) 847-1400

### PROGRAMS OFFERED:

#### *Registered Nursing*

Occupational Objective:	Registered Nurse
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 29 units, A.S.- 60 units
Program Open Entry / Open Exit:	No Fall enrollment
Approximate Cost to Complete Program	\$13.00/unit + \$200.00
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. Degree
Prerequisites, Requirements or Waiting Lists:	For more information call (408) 848-4883
Classes Offered During:	Day, Evening, Weekend
Target Population:	Adult

#### *Vocational Nursing*

Occupational Objective:	Nurse Assistant, Home Health Aide, Licensed Vocational Nurse
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 44 units, A.S.- 60 units
Program Open Entry / Open Exit:	No- Fall or Spring and Summer enrollment
Approximate Cost to Complete Program	\$13.00/unit + \$100.00
Training Cost Covers:	Registration Fees, Tuition, uniform and other materials
Received Upon Program Completion:	Certificate, A.S. Degree
Prerequisites, Requirements or Waiting Lists:	Prerequisites and waiting list- For more information call (408)848-4883
Classes Offered During:	Day, Evening, Weekend
Target Population:	Adult

**Hartnell College**

150 Homestead Avenue, Salinas, CA 93901  
(408) 755-6700

**GENERAL INFORMATION:**

School Type:	Community College
Financial Assistance Available?	Yes
Type of Financial Aid Available:	Pell, Cal Grant, California Community Colleges Board of Governors (B.O.G), CARE (for single mothers)
Vocational Assessment?	Yes
Guidance Counseling?	Yes
Job Placement Assistance?	Yes
Special Services Offered:	Programs for Individuals with Disabilities, ESL classes, EOPS, Coop Work Experience, Tutorial, Single Parent Services

**PROGRAMS OFFERED:*****Administration of Justice***

Occupational Objective:	Police Officer, Probation Officer, Correction Officer, Investigator, Security Guard, Deputy Sheriff
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate 31-33 units, A.A.- 51 units + 15 G.E. units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.A. Degree
Prerequisites, Requirements or Waiting Lists:	18 years old or permission of HS principal
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

***Animal Health Technology***

Occupational Objective:	Veterinary Assistant
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	A.S.- 71 units + 21 G.E. units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	A.S. Degree
Prerequisites, Requirements or Waiting Lists:	18 years old, Intro. to Animal Health, General Biology , Principles of Chemistry
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

## Hartnell College

150 Homestead Avenue, Salinas, CA 93901  
(408) 755-6700

### PROGRAMS OFFERED:

#### *Apprenticeship and Journeyman Training*

Occupational Objective:	Electrician
Program Location:	IBEW Hall, Castroville
Proximity to Public Transportation:	No
Average Time to Complete Program:	Certificate- 5 years (850 hrs. CRT, 9,000 hours on the job)
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	Registered with the IBEW as an apprentice under the California State Division of Apprenticeship Standards
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

#### *Auto Collision Repair*

Occupational Objective:	Auto Body Repairer, Auto Body Painter
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate 29-35 units, A.S.- add A.S. Degree Requirements
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	18 years old or permission of HS Principal
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

#### *Automotive Technology*

Occupational Objective:	Auto Collision Repair, Auto Painter, Service Writer, Body Shop
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 26-49 units, A.S.- add A.S. Degree Requirements
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. Degree
Prerequisites, Requirements or Waiting Lists:	18 years old or permission of HS Principal
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

**Hartnell College**

150 Homestead Avenue, Salinas, CA 93901  
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**PROGRAMS OFFERED:*****Bilingual Education***

Occupational Objective:	Bilingual Aide
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	A.A.- 33 units + A.A Degree requirements
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	A.A. Degree
Prerequisites, Requirements or Waiting Lists:	18 years old or permission of HS Principal
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

***Business Administration***

Occupational Objective:	Small Business Owner, Financial Manager or Specialist
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate 29-36 units, A.A.- 46-48 units + 15 G.E. units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.A. Degree
Prerequisites, Requirements or Waiting Lists:	18 years old or permission of HS principal
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

***Business Office Technology***

Occupational Objective:	Word Processor, Secretary, Admin. Assistant, Receptionist Bookkeeper, Account Clerk
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate 28-31 units, A.A.- 44 units + 20 G.E. units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.A.
Prerequisites, Requirements or Waiting Lists:	18 years old or permission of HS principal
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult



## Hartnell College

150 Homestead Avenue, Salinas, CA 93901  
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### PROGRAMS OFFERED:

#### *Computer and Information Science*

Occupational Objective:	Computer Programmer, Aide or Operator
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 26-39 units, A.S.- add 15 G.E. units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. Degree
Prerequisites, Requirements or Waiting Lists:	18 years old or permission of HS principal
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

#### *Construction Technology*

Occupational Objective:	Construction Manager, Carpenter, Electrician, Plumber, Sheet Metal Worker, Concrete Finisher
Program Location:	same as above
Proximity to Public Transportation:	No
Average Time to Complete Program:	Certificate- 24-37 units, A.S.- 60 units
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. Degree
Prerequisites, Requirements or Waiting Lists:	18 years old or permission of HS Principal
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

#### *Drafting Technology/CAD*

Occupational Objective:	Drafter (CAD)
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate 24-30 units, A.S.- 51-52 units + 12 G.E. units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. Degree
Prerequisites, Requirements or Waiting Lists:	18 years old or permission of HS Principal
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

**Hartnell College**

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**PROGRAMS OFFERED:*****Early Childhood Education***

Occupational Objective:	Preschool Teacher
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate 34-40 units, A.A.-add A.A. Degree requirements
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.A. Degree
Prerequisites, Requirements or Waiting Lists:	18 years old or permission of HS Principal
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

***Electronics***

Occupational Objective:	Electronic Assembler, Electrician
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate 12-45 units, A.S.- 48-49 + 12 G.E. units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. Degree
Prerequisites, Requirements or Waiting Lists:	18 years old or permission of HS principal
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

***Environmental Technology***

Occupational Objective:	Electronic Assembler
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate 40 units, A.S.- add 15 G.E. units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. Degree
Prerequisites, Requirements or Waiting Lists:	18 years old or permission of HS principal
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

## Hartnell College

150 Homestead Avenue, Salinas, CA 93901  
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### PROGRAMS OFFERED:

#### ***Financial Institution Operations***

Occupational Objective:	Finance Manager, Loan Interviewer, Adjustment Clerk, Account Collector, Bank Teller
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate 23-29 units, A.A.- add A.A. Degree requirements
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.A.
Prerequisites, Requirements or Waiting Lists:	18 years old or permission of HS principal
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

#### ***Fire Science***

Occupational Objective:	Fire Fighter, Fire Officer
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 24-31 units, A.S.- add A.S. Degree requirements
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. Degree
Prerequisites, Requirements or Waiting Lists:	18 years old or permission of HS principal
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

#### ***Health Education***

Occupational Objective:	Alcohol/Drug Specialist
Program Location:	same as above
Proximity to Public Transportation:	No
Average Time to Complete Program:	Certificate- 28 units, A.S.- completion of A.S. Degree requirements
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. Degree
Prerequisites, Requirements or Waiting Lists:	18 years old or permission of HS Principal
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

**Hartnell College**

150 Homestead Avenue, Salinas, CA 93901  
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**PROGRAMS OFFERED:*****Human Services***

Occupational Objective:	Health Services Worker, Human Service Aide, Probation Aide, Human Services Worker, Volunteer Worker
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 30-48 units, A.S.- add 21 G.E. units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. Degree
Prerequisites, Requirements or Waiting Lists:	18 years old or permission of HS principal
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

***Industrial Mechanic***

Occupational Objective:	Small Engine Repair, Industrial Technician
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate 37-39 units, A.S.- add A.S. Degree requirements
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. Degree
Prerequisites, Requirements or Waiting Lists:	18 years old or permission of HS Principal
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

***Industrial Technology***

Occupational Objective:	Industrial Mechanics, Industrial Technician
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate 37-39 units, A.S.- add A.S. Degree requirements
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. Degree
Prerequisites, Requirements or Waiting Lists:	18 years old or permission of HS principal
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

## Hartnell College

150 Homestead Avenue, Salinas, CA 93901  
(408) 755-6700

### PROGRAMS OFFERED:

#### *Instructional Aide*

Occupational Objective:	Electronic Assembler
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate 51 units, A.A.- add A.A. Degree requirements
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.A. Degree
Prerequisites, Requirements or Waiting Lists:	18 years old or permission of HS principal
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

#### *Library/Media Technology*

Occupational Objective:	Library Assistant, Media Equipment Technician, Genealogist
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate 40 units, A.A.- 39-42 units + A.A. Degree requirements requirements
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.A.
Prerequisites, Requirements or Waiting Lists:	18 years old or permission of HS principal
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

#### *Mill- Cabinet Technology*

Occupational Objective:	Cabinetmaker, Milling Operator, Finish Carpenter
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 39-45 units, A.S.- add 15 G.E. units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. Degree
Prerequisites, Requirements or Waiting Lists:	18 years old or permission of HS principal
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

**Hartnell College**

150 Homestead Avenue, Salinas, CA 93901  
(408) 755-6700

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**PROGRAMS OFFERED:*****Photography***

Occupational Objective:	Advertising, News, Commercial, Professional Photographer
Program Location:	same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 21 units, A.A.- 21 units + 18 G.E. units
Approximate Cost to Complete Program	\$2,000.00
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.A. Degree
Prerequisites, Requirements or Waiting Lists:	18 years old or permission of HS Principal
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

***Primary Care Associate***

Occupational Objective:	Physician's Assistant
Program Location:	Same as above and Palo Alto
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 6 semesters, coordinated with Stanford University
Approximate Cost to Complete Program	\$2000.00/ semester
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. Degree
Prerequisites, Requirements or Waiting Lists:	Refer to Course Catalogue
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

***Real Estate***

Occupational Objective:	Real Estate Agent, Broker, Appraiser, Property Manager, Loan Officer, Real Estate Office Manager
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate 24 units, A.A.- add A.A. Degree requirements
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.A. Degree
Prerequisites, Requirements or Waiting Lists:	18 years old or permission of HS Principal
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

**Hartnell College**

150 Homestead Avenue, Salinas, CA 93901

(408) 755-6700

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**PROGRAMS OFFERED:**

***Welding Technology***

Occupational Objective:	Welder
Program Location:	same as above
Proximity to Public Transportation:	No
Average Time to Complete Program:	Certificate- 37-43 units, A.A.- 43 units + 18 G.E. units
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.A. Degree
Prerequisites, Requirements or Waiting Lists:	18 years old or permission of HS Principal
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

**Mission Trails**

867 East Laurel Drive, Salinas, CA 93905  
(408) 422-5115

**GENERAL INFORMATION:**

School Type:	Regional Occupation Program
Financial Assistance Available?	No
Type of Financial Aid Available:	Fee waived for GAIN, JTPA, SSI, AFDC, GA, DR, UI, Food Stamps
Vocational Assessment?	Yes
Guidance Counseling?	Yes
Job Placement Assistance?	Yes

**PROGRAMS OFFERED:*****Animal Care Livestock***

Occupational Objective:	Veterinarian Assistant, Animal Caretaker, Horse Trainer
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	180-360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fee, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

***Auto Body and Fender Repair***

Occupational Objective:	Auto Body Repair, Auto Painter
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	525 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fee, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School



## Mission Trails

867 East Laurel Drive, Salinas, CA 93905  
(408) 422-5115

### PROGRAMS OFFERED:

#### ***Automotive Technology***

Occupational Objective:	Auto Mechanic, Trans Mech., Helper, Minor Repairer, Tune Up Mechanic
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	720 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fee, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

#### ***Banking and Finance***

Occupational Objective:	Teller, Credit Checker, Adjustment Clerk
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fee, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

#### ***Checker/Cashier***

Occupational Objective:	Cashier, Counter & Rental Clerk, Sales Associate, Stocker/Grocer Clerk
Program Location:	Alisal High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	18 weeks (1 semester)
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fees, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

**Mission Trails**

867 East Laurel Drive, Salinas, CA 93905  
(408) 422-5115

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**PROGRAMS OFFERED:*****Child Care Careers***

Occupational Objective:	Child Care Worker, Teacher Aide, Home Day Care Provider
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fee, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

***Co-Op***

Occupational Objective:	Child Care Workers, Office Careers, Restaurant, Retail Sales
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Varies with program
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$0.00
Training Cost Covers:	Enrollment Fee, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	Work experience in industry
Classes Offered During:	Day
Target Population:	Adult, High School

***Computer Business Applications***

Occupational Objective:	Clerk Typist incl. Word Processing, Data Entry Clerk, Receptionist, Secretary, Computer Operator
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	360 hours, each level (Level I, Level II)
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fees, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day, Evening
Target Population:	Adult, High School

## Mission Trails

867 East Laurel Drive, Salinas, CA 93905  
(408) 422-5115

### PROGRAMS OFFERED:

#### ***Construction Technology***

Occupational Objective:	Cabinetmaker, Carpenter, Milwright, General Contractor
Program Location:	Salinas High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	4 semesters (2 years)
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fee, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	16 years or age and able to lift 100 lbs.
Classes Offered During:	Day
Target Population:	Adult, High School

#### ***Cosmetology***

Occupational Objective:	Cosmetology, Manicurist
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	1600 hours
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fee, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

#### ***Dental Careers***

Occupational Objective:	Dental Assistant
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	2 semesters
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fees, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

**Mission Trails**

867 East Laurel Drive, Salinas, CA 93905  
(408) 422-5115

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**PROGRAMS OFFERED:*****Dental Radiography***

Occupational Objective:	Dental Assistant X-ray License
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	60 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$35.00
Training Cost Covers:	Enrollment Fee, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

***Desktop Publisher***

Occupational Objective:	Graphic Artist, Paste-Up Worker, Typesetter, Proofreader, Writer/Editor
Program Location:	Alisal High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fee, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

***Fashion Merchandising***

Occupational Objective:	Displayer, Salesperson, Stock Clerk
Program Location:	North Salinas High
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	352 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fees, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

## Mission Trails

867 East Laurel Drive, Salinas, CA 93905  
(408) 422-5115

### PROGRAMS OFFERED:

#### *Fire Science*

Occupational Objective:	Fire Fighter
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	525 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fee, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

#### *Floristry*

Occupational Objective:	Wholesalers, Floral Designers, Nursery Workers
Program Location:	North Salinas High
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	2 semesters
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fee, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

#### *Home Care Occupations*

Occupational Objective:	Nurse Aide
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fees, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

**Mission Trails**

867 East Laurel Drive, Salinas, CA 93905  
(408) 422-5115

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**PROGRAMS OFFERED:*****Home Health Aide***

Occupational Objective:	Home Health Aide
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	270 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fee, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

***Industrial Welding/ Metal Fabrication***

Occupational Objective:	Maintenance Repair, Equipment Installer, Welding Machine Operator, Metal Fabricator
Program Location:	same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	525 hours
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fee, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

***Manicure Training***

Occupational Objective:	Manicurist
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	350 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fee, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

## Mission Trails

867 East Laurel Drive, Salinas, CA 93905  
(408) 422-5115

### PROGRAMS OFFERED:

#### *Office Careers*

Occupational Objective:	Word Processor, Account Clerk, Receptionist, Typist Clerk, General Office Clerk, Secretary
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fee, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

#### *Ornamental Horticulture*

Occupational Objective:	Gardener, Landscape Gardener
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	525 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fees, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

#### *Restaurant Sales and Management*

Occupational Objective:	Waiter/Waitress, Host/Hostess, Cook, Busperson, Food Service/Prep Cook, Cashier
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	90- 360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fee, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	Must be at least 16 years old.
Classes Offered During:	Day
Target Population:	Adult, High School

**Mission Trails**

867 East Laurel Drive, Salinas, CA 93905  
(408) 422-5115

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**PROGRAMS OFFERED:*****Retail Sales***

Occupational Objective:	Cashier, Salesperson
Program Location:	same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	180-360 hours
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fee, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

***Tractor Maintenance Operation***

Occupational Objective:	Farm Equipment Operator/Mechanic
Program Location:	same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	525 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fees, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

***Travel Careers***

Occupational Objective:	Travel Agent
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fee, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Evening
Target Population:	Adult, High School



### Mission Trails

867 East Laurel Drive, Salinas, CA 93905  
(408) 422-5115

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#### PROGRAMS OFFERED:

##### ***TV Production***

Occupational Objective:	Radio- TV Announcer, TV Camera Operator
Program Location:	same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fee, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

**Morgan Hill Community Adult Education Center**

1505 East Main Ave., Morgan Hill, CA, 95037  
(408) 779-5261

**GENERAL INFORMATION:**

School Type:	<b>Adult Education</b>
Financial Assistance Available?	<b>Program is free</b>
Type of Financial Aid Available:	<b>No</b>
Vocational Assessment?	<b>No</b>
Guidance Counseling?	<b>No</b>
Job Placement Assistance?	<b>No</b>

**PROGRAMS OFFERED:*****English as a Second Language***

Occupational Objective:	N/A
Program Location:	Same as above
Proximity to Public Transportation:	Bus stop in front of Campus
Average Time to Complete Program:	Depends on the student, Four Levels
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	Free
Training Cost Covers:	N/A
Received Upon Program Completion:	Certificate at the completion of each level
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Evening
Target Population:	Adult

***General Education Diploma***

Occupational Objective:	N/A
Program Location:	Same as above
Proximity to Public Transportation:	Bus stop in front of center
Average Time to Complete Program:	4-9 months
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	GED examination- \$60.00
Training Cost Covers:	N/A
Received Upon Program Completion:	Certificate after successfully passing the GED examination
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day, Evening
Target Population:	Adult

## San Benito Adult Education

San Benito Highschool  
1220 Monterey Street, Hollister, 95023  
(408) 637-5831

### GENERAL INFORMATION:

School Type:	Adult Education
Financial Assistance Available?	Program is free
Type of Financial Aid Available:	No
Vocational Assessment?	No
Guidance Counseling?	No
Job Placement Assistance?	No

### PROGRAMS OFFERED:

#### *English as a Second Language*

Occupational Objective:	N/A
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	1 year for each of the Five Levels
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	Free
Training Cost Covers:	N/A
Received Upon Program Completion:	Certificate at the completion of each level
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Evening
Target Population:	Adult

#### *General Education Diploma*

Occupational Objective:	N/A
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	4-9 months
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	GED examination- \$60.00
Training Cost Covers:	N/A
Received Upon Program Completion:	Certificate after successfully passing the GED examination
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Evening
Target Population:	Adult

**Santa Clara County ROP- South**

7365 Monterey Street, Suite G, Gilroy, CA 95020  
(408) 842-0361

**GENERAL INFORMATION:**

School Type:

**Regional Occupation Program**

Financial Assistance Available?

**No**

Type of Financial Aid Available:

**None**

Vocational Assessment?

**Yes**

Guidance Counseling?

**Yes**

Job Placement Assistance?

**Yes**

Other:

**Fee waived for GAIN, JTPA, SSI, AFDC, GA, DR, UI, Food Stamps**

Course Locations:

**Gavilan College**

5055 Santa Teresa Blvd., Gilroy, Ca 95020  
(408) 848-4816

**Gilroy High School**

750 West 10th Street, Gilroy, Ca, 95020  
(408) 848-7120

**Live Oak High School**

1505 East Main St., Morgan Hill, Ca, 95037  
(408) 779-5257

**San Benito High School District**

1220 Monterey Street, Hollister, Ca, 95023  
(408) 637-5831

**San Andreas High School**

191 Alvarado St., Hollister, Ca 95023  
(408) 637-9269

**Santa Clara County ROP- South**  
7365 Monterey Street, Suite G, Gilroy, CA 95020  
(408) 842-0361

**PROGRAMS OFFERED:**

***Agricultural Fabrication***

Occupational Objective:	Agricultural Construction Worker
Program Location:	San Benito High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free
Training Cost Covers:	Cost of required materials varies from program to program
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

***Athletic Training/Sports Medicine***

Occupational Objective:	Physical Therapist Aide or Exercise Instructor
Program Location:	Gilroy High School , Live Oak High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free
Training Cost Covers:	Cost of required materials varies from program to program
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

***Auto Body Repair***

Occupational Objective:	Auto Body Repairer
Program Location:	Gavilan College
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free
Training Cost Covers:	Cost of required materials varies from program to program
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

**Santa Clara County ROP- South**

7365 Monterey Street, Suite G, Gilroy, CA 95020  
(408) 842-0361

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**PROGRAMS OFFERED:*****Automotive Mechanics/Automotive Technology***

Occupational Objective:	Mechanic Assistant
Program Location:	Gilroy High School, San Benito High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Partial Certificate- 360 hours, Certificate- 720 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free
Training Cost Covers:	Cost of required materials varies from program to program
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

***Cabinetmaking***

Occupational Objective:	Cabinet Maker
Program Location:	Live Oak High School , San Benito High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Partial Certificate- 180 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free
Training Cost Covers:	Cost of required materials varies from program to program
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

***Child Care/ Child Development***

Occupational Objective:	Day Care Worker, Pre-School Teacher Aide
Program Location:	Live Oak High School, San Benito High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free
Training Cost Covers:	Cost of required materials varies from program to program
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

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### PROGRAMS OFFERED:

#### ***Clinical Medical Assistant***

Occupational Objective:	Clinical Medical Assistant
Program Location:	Gavilan College
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free
Training Cost Covers:	Cost of required materials varies from program to program
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

#### ***Commercial Arts/ Graphics***

Occupational Objective:	Commercial Artist, Graphic Designer
Program Location:	Gilroy High School , San Benito High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 180 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free
Training Cost Covers:	Cost of required materials varies from program to program
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

#### ***Computer Accounting***

Occupational Objective:	Accounts Receivable, Payable, Payroll Clerk, General Bookkeeper
Program Location:	Live Oak High School, San Benito High School, Gilroy High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 180 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free
Training Cost Covers:	Cost of required materials varies from program to program
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

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**PROGRAMS OFFERED:*****Computer Aided Drafting (CAD)***

Occupational Objective:	Architectural, Industrial or Mechanical Drafter
Program Location:	Gilroy High School , San Benito High School, Live Oaks High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 180 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free
Training Cost Covers:	Cost of required materials varies from program to program
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	1 year of introductory drafting or architectural drawing
Classes Offered During:	Day
Target Population:	Adult, High School

***Computer Business Office Applications***

Occupational Objective:	Word Processor, Secretary, Admin. Assistant, Receptionist
Program Location:	Live Oak High School, San Benito High School, Gilroy High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 180 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free
Training Cost Covers:	Cost of required materials varies from program to program
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

***Computer Science/ Structured Engineering***

Occupational Objective:	Computer Programmer
Program Location:	San Benito High School, Live Oak High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 540 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free
Training Cost Covers:	Cost of required materials varies from program to program
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School



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### PROGRAMS OFFERED:

#### ***Computer Word Processing***

Occupational Objective:	Receptionist, Administrative Assistant, Word Processor
Program Location:	San Benito High School, Live Oak High School, Gavilan College, Gilroy High School, San Andreas High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 180 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free
Training Cost Covers:	Cost of required materials varies from program to program
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

#### ***Computer Word Processing/ Business Applications***

Occupational Objective:	Commercial Artist, Graphic Designer
Program Location:	San Benito High School, Live Oak High School, Gavilan College, Gilroy High School, San Andreas High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 180 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free
Training Cost Covers:	Cost of required materials varies from program to program
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

#### ***Construction Technology***

Occupational Objective:	Entry level Carpenter, preparation for an apprenticeship program
Program Location:	Live Oak High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free
Training Cost Covers:	Cost of required materials varies from program to program
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

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**PROGRAMS OFFERED:*****Dental Assisting/ X- Ray Safety***

Occupational Objective:	Dental Assistant
Program Location:	Gavilan College
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free
Training Cost Covers:	Cost of required materials varies from program to program
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	1 year of introductory drafting or architectural drawing
Classes Offered During:	Day
Target Population:	Adult, High School

***Electronics Technician***

Occupational Objective:	Electronic Technician
Program Location:	Live Oak High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free
Training Cost Covers:	Cost of required materials varies from program to program
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

***Fashion Design, Textile, & Clothing Occupations***

Occupational Objective:	Clothing Designer
Program Location:	Live Oak High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free
Training Cost Covers:	Cost of required materials varies from program to program
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

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### PROGRAMS OFFERED:

#### ***Food Service/ Restaurant Careers***

Occupational Objective:	Cook, Cashier, Writer/Waitress, Dining Room Attendant, Hostess
Program Location:	San Benito High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free
Training Cost Covers:	Cost of required materials varies from program to program
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

#### ***Graphics***

Occupational Objective:	Printer, Graphic Artist
Program Location:	Live Oak High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free
Training Cost Covers:	Cost of required materials varies from program to program
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

#### ***Home Health Aide***

Occupational Objective:	Home Health Aide
Program Location:	Gavilan College
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 40 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free
Training Cost Covers:	Cost of required materials varies from program to program
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	California State Nurse Assistant Certificate
Classes Offered During:	Day
Target Population:	Adult, High School

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**PROGRAMS OFFERED:*****Horticulture- Ornamental***

Occupational Objective:	Horticulturists
Program Location:	Live Oak High School, Gilroy High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free
Training Cost Covers:	Cost of required materials varies from program to program
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

***Hospitality Services***

Occupational Objective:	Cook, Server
Program Location:	San Andreas High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free
Training Cost Covers:	Cost of required materials varies from program to program
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

***Medical Office Procedures***

Occupational Objective:	Medical Office Assistant, Medical Records Technician
Program Location:	Gavilan College
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 250 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free
Training Cost Covers:	Cost of required materials varies from program to program
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	Beginning Word Processing
Classes Offered During:	Day
Target Population:	Adult, High School

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### PROGRAMS OFFERED:

#### ***Medical Office Procedures/ Terminology/ Transcription***

Occupational Objective:	Medical Office Assistant, Medical Records Technician
Program Location:	Gavilan College
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 250 hours/ Terminology- 54 hours, Transcription- 85 hrs
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free
Training Cost Covers:	Cost of required materials varies from program to program
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	Beginning Word Processing
Classes Offered During:	Day
Target Population:	Adult, High School

#### ***Metal Fabrication***

Occupational Objective:	Machine Shop Assistant, Plumber, Pipefitter, Construction Worker
Program Location:	San Benito High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free
Training Cost Covers:	Cost of required materials varies from program to program
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

#### ***Nurse Assistant/Orderly***

Occupational Objective:	Nursing Assistant
Program Location:	Gavilan College
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 180 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free
Training Cost Covers:	Cost of required materials varies from program to program
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

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**PROGRAMS OFFERED:*****Photography (Commercial)***

Occupational Objective:	Portrait, News, Industrial/Scientific Photographer, Photo Finisher
Program Location:	Live Oak High School, Gavilan College
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 180 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free
Training Cost Covers:	Cost of required materials varies from program to program
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

***Professional and Technical Writing***

Occupational Objective:	Technical or Scientific Writer
Program Location:	Live Oak High School, San Benito High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 180 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free
Training Cost Covers:	Cost of required materials varies from program to program
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

***Retail Marketing***

Occupational Objective:	Displayer, Salesperson, Retail Management, Advertising,
Program Location:	Gilroy High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 540 hrs. (5 hrs. classroom instruction/week, 10 hrs OJT)
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free
Training Cost Covers:	Cost of required materials varies from program to program
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	10 hours of on the job training
Classes Offered During:	Day
Target Population:	Adult, High School

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**PROGRAMS OFFERED:**

***Welding***

Occupational Objective:	Welder
Program Location:	Live Oak High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free
Training Cost Covers:	Cost of required materials varies from program to program
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School